

Where to Verify

FAMILY RESOURCE CENTERS | ELIGIBILITY CENTERS

If you apply to PK4 or NSECD program, you must visit a Family Resource Center within 5 days to complete the verification process. Family Resource Centers are open Monday - Friday, 8:30 AM - 4 PM.

Uptown

Lawrence D. Crocker Elementary
2300 General Taylor Street, 70115

New Orleans East

Livingston Collegiate Academy
7301 Dwyer Road, 70126

Westbank

Orleans Parish School Board Central Office
3520 General DeGaulle Drive,
Suite 1101, 70114

1-877-343-4773 | www.EnrollNOLA.org

No appointment necessary for
FRC's or Eligibility Centers

If you apply to Head Start or Early Head Start programs, you must visit an Eligibility Center within 5 days to complete the verification process.

Below is a list of Eligibility Centers. See the attached page for a list of documents you should bring with you, or visit EnrollNOLA.org. You will get a call from EnrollNOLA if a seat becomes available. Please be sure that the contact information your provided is updated and accurate.

	HEAD START CENTER	HOURS	ADDRESS (New Orleans)	PHONE
Uptown	Central City E.O.C. Head Start Center	M-TH, 10 AM - 2 PM	2020 Jackson Ave., 70113	(504) 210-1143
	Carrollton-Dunbar Head Start Center	M, T, TH, 10 AM - 2 PM; W, 2 - 6 PM	9301 Colapissa St., 70118	(504) 325-5818 ext. 1560
	Kingsley House	M-F, 9 - 11 AM, 2 - 3 PM	1600 Constance St., 70130	(504) 523-6221
	Incarnate Word Head Start	M-F, 8 AM - 3 PM	8326 Apricot St., 70118	(504) 861-6365
	Dr. Peter W. Dangerfield	M, T, TH, 10 AM - 2 PM; W, 2 - 6 PM	1402 S. Jefferson Davis Pkwy., 70125	(504) 459-4820
	Magic Street at Fabourg Lafitte H.S.	M - W, 10 AM - 2 PM; TH, 2 - 6 PM	2101 Lafitte St., 70122	(504) 577-2142
	Priscilla R. Edwards Head Start Center	M-TH, 10 AM - 2 PM	1962 Jackson Ave., 70113	(504) 210-1143
	TCA Head Start at Mahalia Jackson	M, T, TH, 10 AM - 2 PM; W, 2 - 6 PM	2405 Jackson Ave., 70113	(504) 359-6891
	St. John the Baptist Head Start	M-F, 8 AM - 3 PM	1920 Clio St., 70113	(504) 529-2557
	Viney Reynolds at Marrero Commons	M, W, TH, 10 AM - 2 PM, T, 2 PM - 6 PM	3501 Erato St., 70125	(504) 459-4848 ext. 1531
Downtown	Educare	M-F, 9 - 11 AM, 2 - 3 PM	3801 St. Bernard Ave., 70122	(504) 308-3400
	St. David Head Start Center	M, T, TH, 10 AM - 2 PM; W, 2 - 6 PM	1230 Caffin Ave., 70117	(504) 459-4845
	St. Mary of the Angels Head Start	M-F, 8 AM - 4 PM	2225 Congress Street, 70117	(504) 227-3470
	Urban League Head Start Center	M-TH, 10 AM - 2 PM	2800 Desire Pkwy., 70126	(504) 944-0801
N.O. East	Gentilly East Head Start Center	M, T, TH, 10 AM - 2 PM; W, 2 - 6 PM	4347 Reynes St., 70126	(504) 325-5827 ext. 1570
	James Singleton Head Start Center	M, W, TH, 10 AM - 2 PM; T, 2 - 6 PM	14441 Curran Boulevard, 70128	(504) 325-5839 ext. 1581
Westbank	Diana Head Start Center	M, W, TH, 10 AM - 2 PM; T, 2 - 6 PM	2144 Pace Blvd., 70114	(504) 325-5800 ext. 1541
	Pearlie H. Elloie Head Start Center	M, 2 - 6 PM; T, W, TH, 10 AM - 2 PM	3029 Wall Blvd., 70114	(504) 325-5807 ext. 1550
EARLY HEAD START ONLY				
	Boys Town LA Early Head Start	M-W 2 PM - 5 PM TH-F, 8 AM - 5 PM, <i>Appointment Only</i>	300 North Broad St. Suite 106, 70119	(504) 293-7900
	LSU Health Sciences Center EHS	M-F, <i>Appointment Only</i>	411 S. Prieur St., 70112	(504) 556-7585
	Total Community Action	M-TH, 9 AM - 12 PM - CLOSED JULY	1422 S. Jefferson Davis Pkwy., 70125	(504) 459-4813

Documents required for verification

In order to prove eligibility to receive a free early childhood seat, families must submit documents to any EnrollNOLA Family Resource Center or the Eligibility Centers listed on the next page. **If you do not verify your eligibility, you will NOT receive a placement.** Applicants must verify their eligibility within 5 business days of submitting their OneApp. Below is the list of documents required for Early Childhood programs:

	Required for Head Start and Early Head Start	Required for PK 4: LA4, NSECD, PEG
Birth certificate	✓	✓
Parent or Guardian ID	✓	✓
Proof of Guardianship (if not parent) ex: Foster Care	✓	✓
Two Proofs of Residency*		
Current rental lease agreement	✓	✓
Homestead Exemption in the parent's name	✓	✓
Electricity/gas bill	✓	✓
Sewerage/water bill	✓	✓
Telephone bill	✓	✓
Cable/internet service bill	✓	✓
Section 8 or HANO Voucher Statement	✓	✓
Current official letter from a government agency	✓	✓
Proof of Household Income	Bring all that apply	Bring all that apply
Working Applicants must provide one of the following:		
4 Current and Consecutive Pay stubs for each parent or caregiver in the house** (must be within 2 months of date completing verification)	✓	✓
W-2 forms	✓	not required
Income Tax form (1040, 1040 EZ, 1040 A, 1099)	✓	not required
An official letter from your employer stating: - Where parent/guardian is employed and start date - Hourly rate of pay & frequency of pay (weekly, biweekly, monthly) - The average number of hours parent/guardian works per week.	✓	✓
Non-working applicants must provide one of the following:		
Most recent unemployment compensation statement	✓	✓
If unemployed and not receiving unemployment compensation: Parent/caregiver must submit a letter of support and income documentation from support source.	✓	not required

* Either the parent/guardian name must be on the residency documents or if the parent/guardian lives with another adult who is named on the residency documents, the parent/guardian must bring a signed letter from the person named on the residency documents stating that the parent/guardian lives at that same address. If bringing a letter, parent/guardian must bring acceptable proofs of residency in resident's name.

** Paychecks/stubs must be calculated on a 40 hour/week basis. If you work less than 40 hours each week, please bring a letter from your employer on letterhead stating where you are employed, your hourly rate of pay, frequency of pay, and the average hours worked a week in order to accurately calculate your actual income.