

# Where to Verify

## INFANT - TODDLERS & HEAD START ⇨ HEAD START ELIGIBILITY CENTERS

(6 weeks - 3 years old)

If you apply to Infant - Toddler programs, (6 weeks - 3 years old) you must verify at a Head Start Eligibility Center within 5 days to complete the verification process. Below is a list of Eligibility Centers. 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, 10 - 11 AM, 2 - 3 PM	1600 Constance St., 70130	(504) 523-6221
	Incarnate Word Head Start	M-TH, 10 AM - 2 PM	8326 Apricot St., 70118	(504) 861-6342
	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
Downtown	St. John the Baptist Head Start	M, W, 9 -11 AM; T, 1-3 PM; TH, 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
	Educare	M-F, 10 AM - 2 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
N.O. East	St. Mary of the Angels Head Start	M-F, 8 AM - 4 PM	2225 Congress St., 70117	(504) 227-3470
	Urban League Head Start Center	M -TH, 10 AM - 2 PM	2800 Desire Pkwy., 70126	(504) 944-0801
Westbank	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 Blvd., 70128	(504) 325-5839 ext. 1581
	St. Paul the Apostle Head Start	T, W, TH, 9 - 11 AM	6828 Chef Menteur Hwy, 70126	(504) 503-1234
	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
	<b>EARLY HEAD START ONLY</b>			
	Boys Town LA Early Head Start	M-W, 2 PM - 5 PM TH-F, 8 AM - 5 PM, Appointment Only	6600 Plaza Dr., 70127	(504) 518-7840
	LSU Health Sciences Center EHS	M-F, Appointment Only	411 S. Prieur St., 70112	(504) 556-7585
	Total Community Action	M-TH, 9 AM - 12 PM	1422 S. Jefferson Davis Pkwy., 70125	(504) 459-4813

Not doing verification at this time

## PK4 & NSECD ⇨ FAMILY RESOURCE CENTERS

(4 years old)

If you apply to PK4 or NSECD programs, 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 (no appointments necessary)

### Uptown

Lawrence D. Crocker  
2300 General Taylor St, 70115

### Westbank

OPSB Central Office  
2401 Westbend Pkwy, 70114

### New Orleans East

Livingston Collegiate  
7301 Dwyer Rd, 70126

PK3 (3 yr old) programs that require verification at FRCs:

Audubon

Ben Franklin

Edward Hynes

ReNEW @ ReNEW Accelerated

ReNEW McNair

# 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 (NSECD and PK4) or Eligibility Center (Inf - 3 years old). Visit EnrollNOLA.org for hours and locations. **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 program verification:

	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	✓	✓
<b>Two Proofs of Residency*</b>		
Current rental lease agreement	✓	✓
Homestead Exemption in the parent's name	✓	✓
Electricity/gas bill	✓	✓
Sewerage/water bill	✓	✓
Telephone bill (Landline ONLY)	✓	✓
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
<b>Working Applicants must provide one of the following:</b>		
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	✓	<b>not required</b>
Income Tax form (1040, 1040 EZ, 1040 A, 1099)	✓	<b>not required</b>
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.	✓	✓
<b>Non-working applicants must provide one of the following:</b>		
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.	✓	✓

\* 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 and I.D. from the person named on the residency documents. The signed letter should state 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.