

# Early Childhood Enrollment Eligibility Verification (6 wks - 4 yrs)



## What Documents Do I Need?

Eligibility for publicly-funded Early Childhood programs is based on factors such as the child's age, household income, and residency. All applicants must prove eligibility prior to enrollment. Use the checklist below to ensure you bring ALL required documents.

- Child's Birth Certificate
- Parent or Guardian Photo ID
- TWO (2) Proofs of Residency\*
  - Current Lease/Mortgage Statement
  - Electricity/Gas Bill
  - Sewerage/Water Bill
  - Cable/Internet Bill
  - Section 8 or HANO Voucher Statement
  - Recent letter from a government agency
- ALL Proofs of Household Income (bring all that apply)
  - Last Four Current and Consecutive Pay Stubs for each guardian in the house\*\*
  - W-2 Forms (Head Start only)
  - Income Tax Form (1040, 1040 EZ, 1040 A, 1099)
  - Most recent unemployment compensation statement
  - If supported by another individual, letter and income documentation from support source
  - Benefits Statements

## Where Do I Bring My Documents?

If your child is ages 6 weeks to 3 years (or if you're applying to a 4 year old Head Start program), bring your documents to any Head Start Center.

Central City Head Start @ 2020 Jackson Ave., 70113  
Carrollton-Dunbar Head Start @ 9301 Colapissa St., 70118  
Kingsley House @ 1600 Constance St., 70130  
Dr. Peter Dangerfield @ 1402 S. Jefferson Davis Pkwy., 70125  
Magic Street Head Start @ 2101 Lafitte St., 70122  
Priscilla Edwards Head Start @ 1962 Jackson Ave., 70113  
TCA Head Start @ 2405 Jackson Ave., 70113  
St. John the Baptist Head Start @ 1920 Clio St., 70113  
Viney Reynolds @ 3501 Erato St., 70125  
Educare @ 3801 St. Bernard Ave., 70122  
St. David Head Start @ 1230 Caffin Ave., 70117  
Urban League Head Start @ 2800 Desire Pkwy., 70126  
Gentilly East Head Start @ 4347 Reynes St., 70126  
James Singleton Head Start @ 14441 Curran Blvd., 70128  
St. Paul the Apostle Head Start @ 6828 Chef Menteur Hwy, 70126  
Diana Head Start @ 2144 Pace Blvd., 70114  
Pearlie Elloie Head Start @ 3029 Wall Blvd., 70114

If your child is 4 years or older (or if you're applying to a PK3 non-Head Start program), bring your documents to any Family Resource Center.

Mahalia Jackson Elementary @ 2405 Jackson Avenue, 70113  
OPSB Central Office @ 2401 Westbend Pkwy, 70114  
IDEA Oscar Dunn @ 12000 Hayne Blvd, 70128

Detailed Hours and Locations for all Head Start & Family Resource Centers available on [www.EnrollNOLA.org](http://www.EnrollNOLA.org).

\*If residency documents are not in your name, please bring two (2) of the above proofs in the name of the lessee, a copy of the lessee's photo ID, and a signed letter from the lessee affirming that you and the child(ren) reside in the household. The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. If you believe your student may be eligible for assistance under the McKinney-Vento Act, please call (877) 343-4773, or visit a Family Resource Center.

\*\*If you do not receive paystubs or have misplaced your paystubs, please provide a letter from your Employer, on employer letterhead (if applicable), stating the average number of hours worked per week, hourly rate of pay, frequency of pay, and place of employment. Income is calculated on a 40 hour/week. If you work fewer than 40 hours/week, please bring a letter from your Employer, per instructions immediately above.

# Where to Verify

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

(6 weeks - 3 years old, 4 year old Head Start applicants)

If you apply to Infant - Toddler programs, (6 weeks - 3 years old, and 4 year old Head Start applicants) 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 can visit any one of the centers below to verify. Please call the center in advance to schedule an appointment.

	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
	Incarinate 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) 359-6896
	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
Downtown	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
	St. Mary of the Angels Head Start	M-F, 8 AM - 4 PM	2225 Congress St., 70117	(504) 227-3470
N.O. East	Urban League Head Start Center	M -TH, 10 AM - 2 PM	2800 Desire Pkwy., 70126	(504) 944-0801
	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
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
<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, PK3 NON-HEAD START -> FAMILY RESOURCE CENTERS

(4 years old, 3 yr old non-Head Start)

If you apply to PK4, NSECD programs, or PK3 Non-Head Start programs\*, you must visit a Family Resource Center within 5 days to complete the verification process. No appointments necessary.

**UPTOWN** | Mahalia Jackson Elementary (MJE) | 2405 Jackson Avenue  
**NEW ORLEANS EAST** | IDEA Oscar Dunn | 12000 Hayne Boulevard  
**WESTBANK** | Orleans Parish School Board | 2401 Westbend Parkway

Visit [EnrollNOLA.org](http://EnrollNOLA.org) for FRC operating hours.

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

Audubon Uptown

Edward Hynes (Lakeview)

ReNEW @ ReNEW Accelerated