

# Documents required for verification

The following documents are required in order to prove eligibility to receive a free early childhood seat. **If you do not verify your eligibility, you will NOT receive a placement or be added to waitlists. WHAT YOU NEED:**

- Birth Certificate**
- Parent or Guardian ID**  
Proof of Guardianship (if not parent) ex: Foster Care docs, court ordered custody
- Proof of Residency (Must provide TWO of the following)\***
  - Current lease rental 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**

## **Working applicants must provide ALL THAT APPLY**

- 4 Current and Consecutive Pay stubs for each parent or caregiver in the house\*\* (must be within 2 months of date completing verification)
- LA Cafe Benefits Statement (SNAP)
- W-2 forms (for Head Start ONLY)
- Income Tax form (if self-employed) (1040, 1040 EZ, 1040 A, 1099)
- Official letter from employer on company letterhead 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 ALL THAT APPLY**

- Most recent unemployment compensation statement
- Termination letter for individuals who have lost employment in the last 12 months
- Other proofs income/documentation as required
- If unemployed and not receiving unemployment compensation, parent/caregiver must submit a letter of support and income documentation from support source

## **Applicant should also provide the following (if applicable):**

- School Award letter showing pell grant or scholarship awards
- SSI or SSA award letter
- Proof of Medicaid or other health insurance (Head Start ONLY)
- Proof of dental insurance (Head Start ONLY)
- Child's social security card (Head Start ONLY)

\* 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. Documents must be within 3 months of verification date.

\*\* 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.