



## Required Documentation

Below is a listing of documents/information **required** by the Early Learning Coalition of NW Florida, Inc/Contractor for eligibility determination.

- Verification of All Family Income - 6 weeks of current, consecutive check stubs, a completed income verification form, verification of Self-employment (tax records, contracts, receipts, etc). (Any and all income and hours working must be verifiable)
- School Schedule including a statement from school official on letterhead stating enrollment (if applicable)
- Verification of all other income - Child Support, Alimony, SSI, Unemployment (Form UCB-11), etc
- Verification of Age - Verification of Age for all children in the household. – Birth Certificate
- Current Immunization Record - Department of Health (Blue Card form # DH690) for all children birth to 5 receiving services.
- Current Medical Evaluation – Department of Health (Gold form # DH3040) physical for all children birth to 5 receiving services.
- Proof of Legal Guardianship (if applicable)
- Social Security Cards
- Proof of Marital Status (if applicable)
- Current Drivers License or Picture ID
- Proof of Residency
- Choice of Provider Selected prior to appointment to enroll.

### Eligibility Criteria for School Readiness Services

Single parent family – Must be employed a minimum of 20 hours per week or participating in an eligible education activity full time or a combination of both.

Two-parent family – Both parents must be employed a minimum of 20 hours per week or participating in an eligible education activity full time or combination of both.

Must be a resident of Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, or Washington County.

