



CHILDCARE REQUIRED DOCUMENTATION (SCHOOL READINESS)

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

- Verification of all family earned income for household members included in your family size
 - Four weeks of current, consecutive pay stubs – This proof must include company name, parent/guardian name, and number of hours worked.
 - Complete current [Income Verification Form](#) (**NOTE:** This requirement is only needed if you just started your job and/or do not have at least 4 full weeks of pay stubs or are paid in cash.)
 - Self-employment verification – Please use:
 - IRS Tax Schedule C
 - 1099s
 - Accounting records
 - Contracts
 - Receipts
 - Casual labor (Work Calendar should show the dates worked, hours worked each day, for whom the work was completed, and the amount received.)

NOTES: All earned income and working hours must be verifiable. Expenses must be verifiable with receipts of payment.

- Verification of All Other Income
 - Child Support
 - You can access this information from your county's Clerk of Court website or use <https://www.myfloridacounty.com/csepublic/>.
 - You will need a statement from the absent parent with the date, address, phone number, and amounts paid for the last 4 weeks.
 - For alimony, please provide a court order.
 - Social Security – Please provide the current award letter or a benefit verification letter.
 - Relative Caregiver/Temporary Assistance for Needy Families (TANF) – You need to provide written documentation by the Department of Children and Families (DCF) or a current award letter. <https://myaccess.myflfamilies.com/Public/login>

- School Schedule or document completed by an official of the school/institute showing:
 - Number of classroom hours and lab hours 12 credit hours equaling full time
 - Date the semester/training starts and ends

- Verification of Age – You will need to show verification of age for all children in the household. A birth certificate, passport, or signed immunization record will satisfy this requirement.



- Verification of Citizenship or Qualified Noncitizen Status of Child – Please show one of the following:
 - U.S. birth certificate
 - U.S. passport
 - Certificate of naturalization or lawfully admitted alien document (I-94(A), I-197, I-551, & I-766) with non-U.S. Passport
 - Proof of Medicaid

- Proof of Legal Guardianship (if applicable)
 - Court documents indicating guardianship
 - Power of Attorney letter stating guardianship
 - Proof of participation in Relative Caregiver Program (RCP)
 - Award letter of payee status of Social Security benefits
 - Notarized statement from parent(s) – Statement requirements: Anticipated time frame, parent’s name, address, telephone number, and another form of corroborating evidence (such as filing for child support or verification of the parent’s absence [incarceration or treatment facility])

- Proof of Marital Status (if applicable): You will need official documentation of a Dissolution of Marriage or a notarized statement from absent parent with date, address, and phone number.

- Proof of Identification: Valid Florida Driver’s License or Government-issued Picture ID

- Proof of Residency
 - Current Driver’s License
 - Current Paystub
 - Current Utility Bill (electric, water, cable, landline telephone)
 - Residential Rental Agreement (signed by landowner)

- Food Stamp Verification – You will need to provide a letter of eligibility or print out from ACCESS Florida. The letter must include a list of all persons in the household and their eligibility status.
<https://myflfamilies.com/services/public-assistance>

- Name of Selected Child Care Provider – Please make sure the provider you chose has an opening for your child(ren). We also need the name of the provider and start date.

THESE DOCUMENTS ARE REQUIRED TO COMPLETE YOUR ELIGIBILITY PROCESS. FAILURE TO SUBMIT ANY DOCUMENTS COULD RESULT IN THE TERMINATION OR DENIAL OF YOUR SCHOOL READINESS SERVICES.