



Eligibility Document Checklist

Identity

Please provide one of the following documents to verify your identity:

- Valid Florida Driver's License
- Valid picture identification (must be government issued)

Child Age Documentation

Please provide one of the following documents to verify the age of each child needing care: (younger than 13)

- An original or certified copy of the child's birth record.
- An insurance policy on the child's life which has been in force for at least 2 years
- A passport or certificate of the child's arrival in the United States
- An immunization record signed by a public health officer or licensed practicing physician
- Florida SHOTS documentation
- A valid military dependent identification card.
- Proof of guardianship – court ordered documents (if applicable)
- Valid Child Care Referral – *Not acceptable forms of age verification for Domestic Violence/Homeless referrals*

Family Size

Please provide one of the following documents to verify your family size:

- Documentation of civil status (proof separation/divorce), if applicable
- Child Care Authorization form from referring agency.
- Food Stamp Award Letter
- All countable income the family unit receives will be used to determine the total household income.

Residency

Please provide one of the following documents to verify that applicant resides within the state of Florida and within ELC of Palm Beach service area:

- Utility bill, cable bill, or phone bill dated within the last 12 months.
- Current and signed rent agreement or receipt of rental payment dated within the last 12 months.
- Government -issued document (FL driver's license, FL ID card, Property tax assessment, etc.)
- Military orders showing that the child's parent is a service member in the US Armed Forces and is assigned to duty and resides in Florida when the child attends the school readiness program (ex. Change of station orders)
- Current proof of residence with your name (paystubs, current mail from FOOD Stamps/Medicaid, etc.) within the last 12 months.
- If living with someone- Provide their residency document and a notarized statement written by homeowner confirming their address and that you and your children live in their home, if applicable.

Education/Academic Activity

If you are currently enrolled in school, please provide the following documents:

- Current school schedule stating the number of classroom hours, lab hours, date the semester /training period starts and the date it ends.
- Documentation must be on official school letterhead or stationery with an official seal.
- Documentation must have your name on it.
- Online courses are allowable. Screen prints must show enrollment status, hours and classes.
- Limited to GED, secondary education, technical or vocational programs, AA, BA and BS Programs only.
- A minimum equivalent combination of 20 hours/wk. is required.

US Citizenship/Qualified Alien Status

Provide at least one (1) of the following documents to support the child's US citizenship or qualified alien status:

- U.S. birth certificate
- U.S. passport
- Lawfully admitted alien document (I-94, I-94A, I-137, I-551, I-766) with a non-US passport.
- Citizenship or naturalization certificate
- Valid Child Care Authorization Referral Form (Domestic violence/homes referrals are not acceptable forms of citizenship verification).

Maximum Family Income

In order to be eligible for entry into the program:

- A family's total household gross annual income must not exceed 150 - 200 percent of the Federal Poverty Level.
- Family assets cannot exceed \$1 million.

Employment

If you are currently employed, please provide the following:

- Documentation must include hours of employment and rate of pay.
- Current and consecutive paystubs from employment income (Must be working at least 20 hours per week).
 - Four (4) weekly paystubs or
 - Two (2) bi-weekly paystubs or
 - Two (2) semi-monthly paystubs or
 - One (1) monthly paystubs or
 - A signed employer statement (VOE)
 - Self-Employment-
 - Business account ledgers or
 - Written documentation from customers or contractors or
 - Federal tax returns.

Earned/Unearned Income

Please provide the following documents as applicable:

- Proof of all other earned and unearned income within the last four (4) weeks. (Child support, alimony, social security, veteran's benefits, unemployment or adoption subsidy, etc.)
- Social security letter must be dated for current year and give a description of the reason the income is awarded. (ex. disabled child, dependent of wage earner, survivors' benefits', etc.)
- Physician disability statement confirming the parent is exempt from work requirements (Must be dated and signed by a physician).
- If income such as child support or alimony is ordered but not received, submit current documentation/printout confirming non-receipt.
- Proof of Relative Caregivers/Relative Caretaker (TANF) funds by obtaining current printout from DCF Access web account (must print detail pages that show the names of the children served)

Purpose of Care

Parents requesting funding must have at least (1) valid documented purpose for care:

- **Child Protection** – A valid and complete Child Care Authorization Form.
- **Employment** – Single parent employed at least 20 hrs/wk. For a two-parent family, both parents must be working a combined total of 40hrs/wk.
- **Education & Training** – OEL requires a minimum equivalent combination of 20 hours/wk.
- **Disability** – A current award letter for SSI/SSA or doctor's statement for individual claiming disability.
- **Relative Caregivers** - Documentation of the current relative caregiver payment.