EARLY LEARNING COALITION
OF POLK COUNTY

FORM 105

Eligibility Documentation Checklist

The provisions of School Readiness services are subject to the availability of funding and placement priority.

Identification

- ☐ Valid/Current Florida Driver's License or government issued picture ID, or passport.
- ☐ Current Proof of Residence: Current utility bill (electric, gas, water), cable, internet, landline phone bill, current pay stub, current lease/rental agreement or mortgage statement, Residency Verification (Form 135) with homestead exemption, or Florida's driver's license/Florida identification card matching your place of residence.
- ☐ Child's Proof of Age: Birth Certificate or current immunization record signed by a public health officer or licensed practicing physician, certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by an affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent and
- ☐ Child's Proof of Citizenship: ***(Immunization Record not acceptable for child citizenship)*** U.S. birth certificate, U.S. passport, original or certified copy of the child's U.S. birth record filed according to law with the appropriate public officer, or current/valid lawfully admitted alien document (e.g. Forms I-94, I94A, I-197, I-551 & I-766) with non-U.S. passport.

Employment/Education/Disability

- ☐ 4 weeks of current and consecutive pay stubs (if paid **weekly** = 4 stubs, **bi-weekly** = 2 pay stubs, **semi-monthly** = 2 pay stubs, or **monthly** = 1 pay stub) or
- ☐ New Employment only: A typed letter from your employer on company letterhead signed and dated. The letter must state the date of hire, the number of hours worked weekly, hourly pay rate, pay frequency, and a name and contact phone number of the employer, or signed employment contract, or Verification of Employment (Form 150) (VOE: to be filled out by employer)
- ☐ If Self-employed or filing 1099 (with no pay stubs): Copy of business license, copy of your most recent year income tax record with Schedule C at redetermination or if business is older than 1 year. A fully completed and notarized ELC Self-Employment Verification (Form 140) including dates, hours worked and income, and income provided via copies of client payments, along with receipts for expenses
- ☐ Education Verification of current full or part-time student status at an accredited school, official letter from Registrar's Office written on the school's letterhead stating your enrollment period with dates, program of study, your status, and your class schedule
- ☐ Current SSI/SSA award letter or documentation of 100% VA Disability or completed ELC Disability Form 100

Other Income

Public Assistance

- ☐ Current month Food stamps/Access printout (**showing all household members** and **current benefit amount** received) and any other earned and unearned income including current social security award letters, TANF, unemployment, worker's compensation, veteran's benefits, GAP, Relative Care Giver, Adoption subsidy

Supplemental Documents

- ☐ If single or married but "Separated" from other parent: Documentation of court ordered child support/alimony received for the last four weeks
- ☐ If not court ordered, the other parent will need to complete the "ELC Polk Parent Attestation" (Form 130).
- ☐ If Divorced, copy of divorce decree and shared custody agreement if applicable
- ☐ If not biological parent, please provide proof of custody (court order, notarized statement from biological parent with "ELC Polk In Loco Parentis" (Form 120)
- ☐ If you need weekend or night care, provide a current work schedule or a completed Verification of Employment (Form 150)

All ELC forms must be completed entirely without scratch-throughs or whiteout.