



Early Learning Coalition of Alachua County Eligibility Checklist

This checklist provides you with a list of documents needed to meet eligibility for childcare assistance.

CHILD ENROLLMENT

- Having a child care provider selected is required at the time of submission. Please ensure that you have found a quality child care provider that meets your needs and Has an opening for your child(ren).

UPLOAD UNDER HOUSEHOLD ADDRESS

- Residency – Please provide one of the following documents to verify residency:**
- Utility bill, cable, internet or home phone bill dated within 12 months
 - Current and signed residential rental agreement or receipt from rental payment dated within 12 months
 - Government-issued document (e.g. Florida’s driver’s license, Florida identification card, property tax assessment showing a homestead exemption)
 - Military order showing that the child’s parent is a service member in the United States Armed Forces and is assigned to duty and resides in Florida when the child attends the school readiness program (e.g., permanent change of station). **If you choose this option, you will also need to submit a current household bill.**
 - Current proof of residence with your name (examples: lease/mortgage statement signed by all parties, property taxes, current utility bill, current mail from Food Stamps/Medicaid or paystubs (within the last 30-days))
 - If living with someone - provide their residency document and a notarized statement written by homeowner confirming their address and that you and child(ren) live in their home, if applicable.

UPLOAD UNDER CHILDREN NEEDING CARE

- Child Documentation – Please provide one of the following documents to verify your CHILD’S AGE:**
- An original or certified copy of the child’s birth certificate
 - An original or certified copy of the child’s certificate of baptism or other religious record of the child’s birth, with an affidavit stating that the certificate is true and correct
 - 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
 - Valid military dependent identification card
 - Proof of guardianship/court ordered documents (if applicable)
- Child Documentation – Please provide one of the following documents to verify your child’s proof of CITIZENSHIP OR QUALIFIED ALIEN:**
- An original or certified copy of the child’s birth certificate
 - U.S. Passport
 - Lawfully admitted alien documents (Forms 1-94, I-94A, I-197, I-1551, I-766) with non-U.S. passport
 - Proof of guardianship/court ordered documents (if applicable)

UPLOAD UNDER PARENTS

- Identity – Please provide one of the following documents to verify your identity:**
- Florida’s Driver’s License
 - Valid picture identification (must be government issued)

UPLOAD UNDER OTHER HOUSEHOLD MEMBERS (children in home not receiving services)

- Child Documentation – Please provide one of the following documents to verify your child’s age:
The same documents listed for child documentation for proof of age in section 3 under “children needing care” is sufficient
- Adult Documentation – Please provide one of the following documents to verify the adult household member:
The same documents listed for Identity for parents in section 4 under “parents” is sufficient

UPLOAD UNDER CHILD CARE APPLICATION AND AUTHORIZATION REFERRAL

- An original referral authorized from CAREERSOURCE or PARTNERSHIP or ANOTHER COMMUNITY AGENCY signed by both you and your caseworker
- Foster care verification form completed by both Foster Parent and Caseworker

UPLOAD UNDER EMPLOYMENT INFORMATION

- Employment – If you are currently employed, please provide the following (as applicable):**
 - Current and consecutive paystubs from employment income (must be working at least 20 hours per week):
 - Four (4) weekly paystubs or
 - Two (2) biweekly paystubs or
 - Two (2) semi-monthly paystubs or
 - One (1) monthly paystub
- Self Employed - Certification of Income for Self-Employment along with other documents requested on the form
- State of Florida Employees – in addition to paystubs, must provide PeopleFirst timesheets and all overtime paystubs accrued in the last 4 weeks
- Verification of Employment/Loss of Employment form

UPLOAD UNDER SCHOOL/TRAINING INFORMATION

- Education/Academic Activity – If you are currently enrolled in school, please provide the following documents:**
 - Current school schedule with your name on official school letterhead
 - Proof of enrollment from an accredited educational institution

UPLOAD UNDER ALIMONY AND CHILD SUPPORT

Earned/Unearned Income – Please provide the following (as applicable):

- Declaration of Child Support Status form attached and proof of payment and/or non-payment within the last four (4) weeks

UPLOAD UNDER OTHER INCOME

Earned/Unearned Income – Please provide the following (as applicable):

- Proof of all earned and unearned income within the last four (4) weeks (social security, veteran’s benefits, unemployment, or adoptions subsidy, etc.)
- Social security letter must be dated for current year and give a description of the reason the income is awarded (i.e. disabled child; dependent of a wage earner; survivor’s benefits, etc.)
- Physician’s disability statement confirming the parent is exempt from work requirement and providing recommendation for child care (MUST be dated and signed and dated by the physician only).
- Proof of Relative Caregiver/Relative Caretaker (TANF) funds by obtaining the current printout from DCF Access web account (must print detail pages that show the names of children)

UPLOAD UNDER ATTACH SUPPORTING DOCUMENTS: ADDITIONAL DOCUMENTATION

Please provide the following (as applicable):

- Family Size Verification (example ACCESS, Food stamp award letter, lease, HUD summary)
- Screening/Assessment Consent Form (all children not yet enrolled in public school; ages 5 and under)
- Strengthening Families Questionnaire
- Subsidized Childcare Satisfaction Survey