



Certification Documentation Checklist

Please use this envelope to collect the following documents. It is critical that you provide **ALL** of the requested documentation. This process can take up to 4 hours depending on the number of people who attend, we ask that you do not bring children, unless absolutely necessary. **If you are married, living with a partner or there is someone else** who shares responsibility for your children you are required to provide documentation for them as well. If you have any questions prior to July 1st, please call 619.624.3373 and ask for Olga Arteaga, Christopher Baca or Jennifer Stewart.

Proof of Current Income: 1 (ONE) full Month of Consecutive Income (i.e. pay stubs) for the month before you attend a registration. Income documentation must be dated within the last 30 days.

- **WEEKLY**: (paid on the same day every week, every Friday)–need four (4) pay stubs dated within the last 30 days
- **SEMI-MONTHLY**: (paid on the same two days each month, 1st & 15th)-need two (2) pay stubs dated within the last 30 days
- **Bi-WEEKLY**: (paid every other Thursday)–need two (2) pay stubs dated within the last 30 days
- **MONTHLY**: (paid only one day per month, every 1st)- need one (1) paystub dated within the last 30 days
- **CASH ASSISTANCE** from the County of San Diego: Notice of Action for TANF/CalWORKs **MUST** include **DATED** eligibility for the current or previous month

Proof of Residency: Any **current** evidence of a street address in California-proof should be dated within the last 30 days of your attendance at a registration (**i.e. if you attend in July, should be from July or June**)

- **Any correspondence in your name- bills, receipts for rent, utilities, etc. (no junk mail)**

Proof of Birth for ALL Children in Household (under the age 18) – these documents must link the child to the parent; this is **mandatory** – (**I-94 and MOST passports are NOT ACCEPTABLE**)

- Birth Certificate
- Court orders regarding child custody
- Adoption Documents
- Records of Foster Care Placement
- School or Medical Records
- Head Start CWS Letter of Support
- Reception and Program Assurance Form

Employment & Income Verification Form

****Self-Employed? PLEASE CALL 619.709.4119****

We will need a combination of documentation: completed and filed 2018 1040; Quarterly Profit & Loss; list of consistent customers and phone numbers for verification; copy of business license; and or any other related documentation to verify your business.

Guardianship/Kinship Care Documentation/Foster Care Documentation (if applicable)

***If you are unable to provide any of the above documentation, please call before attending a registration event; if you are missing or require additional documentation you will be required to wait in line again.**

THANK YOU!