



ENROLLMENT DOCUMENTATION CHECKLIST



If your child is selected for our program, you will be asked to submit the following documents at the time of your enrollment, as applicable to your family.

- Current Employment Verification Form(s)**
- Proof of Current Income (within the last 30 days)**
 - Pay check stubs to cover one FULL month of pay
 - Child support/alimony
 - Self-certification of income (if only cash is received)
 - Other income (ex: CalWORKs, SSI, worker's comp, unemployment, foster care)
- Proof of Birth for ALL Children Under Age 18 Residing in the Household-please provide one of the following documents:**
 - Birth certificates
 - Court orders regarding child custody
 - Adoption documents
 - Records of foster care placements
 - School or medical records indicating the relationship of the child to parent
 - Other reliable documentation indicating the relationship of the child to parent
 - Head Start CWS Support Letter – 04-100
- Proof of Residency**
 - Current Utility Bill (i.e. SDGE, Water, Cable, Telephone)
 - Current Rental Receipt/Lease
 - Head Start CWS Support Letter – 04-100
- Proof of Single Parent Status (if applicable)- please provide at least one of the following set of documents (*more than one may be required*):**
 - Court Documents (i.e. Records of Divorce, Legal Separation)
 - Current Proof of Child Support
 - Current Utility Bill in the Single Parent's Name(i.e. SDGE, Telephone, Water)
 - Current Rental Receipts and/or Lease that show Single Parent is responsible party
 - Any other documentation to confirm the presence or absence of a parent of a child in the family
 - If, due to the recent departure (2-3 months) of a parent from the family, the remaining applicant parent may submit a self declaration explaining the absence of that parent from the family. *Within 6 months of signing the self declaration, the parent must provide documentation of single parent status as noted above. If documentation is not received, your services may be terminated.*

- Immunization Record for Child
- Medical and Dental Insurance Cards for child applying for program (*if available*)
- Current Physical/Dental Exam Records (*if available*)