



REQUIRED DOCUMENTATION

Below is a list of documents required by the Early Learning Coalition of The Emerald Coast for eligibility determination. The following documents are the ONLY acceptable documents for services; no substitutions.

- ☐ Family Income Verification for all household members.
- One month of current (consecutive) pay stubs with the company name, parent/guardian name, and required number of hours worked (at least 20hrs per week). If you are paid weekly, bring 4 pay stubs, if you are paid bi-weekly bring 2 pay stubs. If your pay stubs do not add up to a total of at least 20hrs per week, a job verification form or letter from your employer is required.
- OR
- Complete income verification form signed by your employer.
- OR
- Self-employment verification/Casual Labor- IRS Tax Schedule C, 1099's, accounting records, contracts, receipts, Work Calendar showing dates worked, for whom, amount received. Expenses must be verifiable with receipts of payment (if you are paid by someone else, you may use a job verification form).
- *ANY & ALL EARNED INCOME AND WORKING HOURS MUST BE VERIFIED*
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- ☐ Verification of all other forms of income, including, but not limited to:
- Child Support – Form can be found on the Clerk of Court website, statement from non-custodial parent with amount and frequency of pay.
 - Alimony – Court order
 - Social Security – Current Award letter (updated in January of current year)
 - Unemployment - Compensation Form
 - Relative Caregiver/TANF – Documentation by DCF or current award letter
 - Veterans Benefits
 - Food Stamps
 - Housing Assistance
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- ☐ School Schedule OR a letter from accredited school/institution indicating:
- Number of classroom/lab hours (Part time: 10 hrs and full time: 15 hrs)
 - Semester start and end dates
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- ☐ Current Florida Drivers License or Government issued picture ID (one ID required per parent)
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- ☐ Date of Birth/Citizenship Documentation for all children in the household. Provide one of the following:
- Certified copy of the birth certificate
 - US Passport
 - Lawfully admitted Alien documentation (I-94, I-94A, I-97, I-551, I-766)
 - Certificate of US citizenship or naturalization

SOCIAL SECURITY CARD NOT ACCEPTABLE



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- ☐ Proof of Florida Residency dated within the last 12 months. Provide one of the following:
- Current Driver's License
 - Current Pay stub
 - Voter's Registration Card
 - Current Utility Bill (electric, gas, water, cable, NOT cell phone bills)
 - Current residential rental agreement – signed by landlord & tenant
 - Notarized statement from parent stating the current address as well as a letter from the landlord or home owner that verifies the client lives at the same address.
 - Military orders showing child's parent is a service member and is assigned to live in concurrent counties.

SOCIAL SECURITY CARD NOT ACCEPTABLE

- ☐ Proof of Legal Guardianship (if applicable), provide one of the following:
- Court documents indicating guardianship
 - Proof of Participation in Relative caregiver program
 - Award letter of Payee status of SS benefits
 - Notarized statement from parent(s) – Statement requirements - Anticipated time frame, parent's name, address, telephone #, and another form of corroborating evidence such as: filing for child support or verification of the parent's absence (incarceration or treatment facility).