

Document Checklist for School Readiness Enrollment and Recertification

You are required to submit the following documentation as part of the eligibility verification process. Documentation must be current, legible, valid and cannot be expired. If applicable, please visit ELCOC.org for downloadable forms.

Proof of Identity/Family Size

For Parent(s)/Guardian(s): Provide one of the following for all parents living in household: Government or State issued photo ID, Official Student ID, or Passport.

For Child(ren): Provide proof of age and custody for all child(ren) in the household: U.S. Official Birth Certificate, Naturalization certificate, U.S. Birth Abroad, U.S. Passport, Baptismal Record, FL Health Dept Form 680 Shot Record, Child's lawfully admitted alien document (Forms I-94, I-94A, I-197, I-551 (Permanent Resident card), I-766 (Employment Authorization card)) with non-U.S. Passport, Child's current Child Care Authorization Application (CCAA) referral.

For Other Household Members: Proof of age and dependent's relationship to client is required for all adult family members to be included: Government or State issued photo ID, Proof of Other Household Income such as current Award letter for Social Security Income reason due to retirement/disability, ELCOC Physician Statement form for permanent or temporary disability (if not receiving SSI), Proof of current college schedule for adult child (age twenty-three (23) and under), if applicable.

Note: Proof of a qualified legal status is required for all children receiving child care assistance. Also, to establish proof of custody a court document, notarized statement from the biological parent or legal adoption papers may be required.

Removing Spouse or 2nd Parent from case

If recently separated & no longer living together: Provide one of the documents listed under Residency Verification for absent parent showing a different address or legal separation papers. If whereabouts are unknown, download an ELCOC Notarized letter of separation form to be completed as proof of living situation.

If recently divorced & no longer living together: Provide divorce or annulment papers.

New Enrollment clients must have your Child Care Provider chosen

Call (407) 841-6607 to speak to our Child Care Resource and Referral Specialist if you need assistance in finding a Child Care Provider. Provider chosen must have a valid Early Learning Coalition of Orange County School Readiness contract and space available so child(ren) may start attending within thirty (30) days from eligibility verification approval.

Residency Verification

Provide one of the following to verify where you live: Valid Florida Driver's license or Florida ID card, Valid & Signed lease agreement, mortgage statement, most recent utility bill (power, water, cable, or gas), current paystub, or current Child Care Authorization Application (CCAA) referral are all accepted. If you cannot provide anyone of these documents, download an ELCOC Notarized Residency Verification form to be completed as proof of your living situation.

Existing Clients with Loss/Change in Employment or Student Status (if applicable)

Download an ELCOC Change in Purpose for Care and/or Employment Verification for Loss of Employment form. You must also provide all other documents required for new employment/school.

Need night and/or weekend care (if applicable)

You must provide documentation that shows you need care for nights and or/weekends. This can be a current work schedule or letter from your employer. Chosen provider must agree to provide child care for child's special schedule.

Proof of School/Training (if applicable)

If you are in school/training, please provide an official detailed schedule or letter reflecting full time attendance and minimum twelve (12) credit hours per semester or twenty (20) hours of class time. Document provided must reflect your current class schedule, showing beginning and end date of the semester. If you are unable to provide an official schedule, download an ELCOC Educational Verification form to be completed by an authorized representative from the school/training institute.

o For Recertifying Clients: Provide grades or proof of completion for previous semesters completed during their authorization period.

Note: Enrollment in Master's program is not a qualify purpose for care to receive child care assistance.

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Proof of Employment

If you are working twenty (20) hours or more per week, please provide the following: Four (4) weekly; two (2) bi-weekly; two (2) semi-monthly; or one (1) monthly paystub(s) that are current and consecutive (paystubs must show hours worked and gross pay) or, if newly employed, download an ELCOC Verification of Employment form completed by your employer, dated within four (4) weeks from submitted status with all paystubs received up to date.

- o Self-employed: Download ELCOC Notarized Self-Employment Income Statement & Log. Keep a detailed record of hours worked and income for the last four (4) current and consecutive weeks. You will also need to provide a copy of your business license, independent contract, current tax returns (such as Schedule C) with receipts of any business expenses, including notarized front page.
- o Paid in cash: Download ELCOC Notarized Cash-Employment Income & Log. Keep a detailed record of hours worked and income for the last four (4) current and consecutive weeks, including notarized front page.
- o Paid with personal/business checks: Provide copies of your most recent four (4) weeks of checks including hours worked, gross pay and pay dates (written on the memo line). You must also provide a signed letter of employment from your employer (on company letterhead detailing employer contact information) stating date of hire, weekly hours worked, rate of pay and frequency of pay.
- o Insta Cart/ Door Dash/ Amazon/ Uber employments: Provide your profile page from website/app and logs for four (4) full weeks of consecutive payments with gross pay, dates, and online hours.
- o If you are missing paystubs within the last four (4) weeks due to vacation/illness/etc.: You must provide written documentation from your employer explaining your absence and list pay period for which no pay was received.

Note: Proof of Employment must be within four (4) weeks from submitted status to be receive as up to date.

Earned/Unearned Income (if applicable)

Please provide any of the following:

- o Alimony payment: Provide proof of recent four (4) weeks consecutive payments.
- o Court Ordered Child Support / Voluntary Child Support payments: Provide recent four (4) weeks consecutive payments from Department of Revenue, recent four (4) weeks consecutive checks showing payment amount and frequency, deductions shown on recent four (4) weeks consecutive paystubs, and/or download ELCOC Voluntary Child Support form.
- o Social Security benefits (SSA, SSD), Supplemental Security Income (SSI): Provide for receiving child(ren), dependent and/or parent(s) current year Award letter explaining reason income is awarded.
- o Disabled (not receiving SSI): ELCOC Physician Statement form for exemption due to permanent or temporary disability, or age completed within four (4) weeks from submitted status.
- o Relative Care Giver (RCG) / Guardianship Assistance Program (GAP) payments: Provide current month's statement or stub with date, beneficiary, and amount.
- o Temporary Cash Assistance (TANF): Provide current Award letter or current Child Care Authorization Application (CCAA) referral.
- o Food Stamps (this is not counted as income): Provide current Award letter or Child Care Authorization Application (CCAA) referral.
- o If you receive any other type of income such as Workers' Compensation benefits, Reemployment Assistance (Unemployment) or Reemployment Compensation benefits, Veterans' benefits, Retirement benefits, or cash gifts (received on a regular basis): Provide proof of amount received and frequency.