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 for members of households. Please visit ELCOC.org for downloadable forms.

Proof of Identity/Family Size

Parent(s)/Guardian(s): Provide one of the following for one (1) parent and two (2) parents in household: Government or State issued photo ID, Official Student ID, or Passport.

Documents for Other Household dependents: Proof of custody, age and relationship to client is required for all minor children/adult members: Birth certificate, Government/State issued photo ID, contributing income such as current SSI Award letter for benefits/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) and recent 4 weeks of working income.

Documents for Children Enrolling

Child(ren): Provide one or several documents for proof of age, custody and citizenship for all child(ren) enrolling: 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 and/or Non-U.S. Birth Certificate, new Child Care Authorization Application referral.

Non-citizens: Proof of a qualified legal status is required for all children receiving child care assistance.
Guardianship: Court document, notarized statement from the biological parent or legal adoption papers may be required.

Proof to Remove 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 to be completed to provide as proof of living situation.

If recently divorced & no longer living together: Provide court 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 processed and approved date.

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 to provide as proof of your living situation.

Existing Clients that Changed Employment, Student Status or No longer have a Purpose for Care

Download an ELCOC Change in Purpose for Care and proof of last day of work may be requested. You must also provide all other documents required for new employment/school. Employment Offer letters a **not** acceptable.

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.

Grades for prior semesters: For Recertifying Clients, provide grades or proof of completion for previous semesters completed during their authorization period.

Education: Enrollment master's program or classes does not qualify to receive child care assistance.

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 for members of households. Please visit ELCOC.org for downloadable forms.

Proof of Employment (applicable for each parent in household)
We must have the name/contact of payee, payer listed, dates paid, # of hours worked per week, and gross pay/rate per hour.

1. Paystubs: Please provide the recent consecutive four (4) weeks of paid income from submitted date. Frequency: Four (4) weekly; two (2) bi-weekly; two (2) semi-monthly; or one (1) monthly.

2. 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, Sunbiz (Active), independent contract, current tax returns (such as Schedule C) with receipts of any business expenses, including notarized front page.

3. 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 to fill-in and notarized form. If paid by Venmo/Cash App/Zelle you will be asked to provide the payments and dates matching work schedule/calendar on Cash-Employment Income Log.

4. 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.

5. Insta Cart/ Door Dash/ Amazon/ Uber/ Lyft/ Shipt employments provider: Go to company website/app to provide your personal profile page and paid earnings logs for recent four (4) full weeks of consecutive payments with gross pay, dates, and online/waiting hours. For Spark by Walmart provide ELCOC Notarized Self-Employment Income Log and your Spark's personal profile page.

6. Newly employed: Download an ELCOC Employment/Income Verification form completed by your employer, signed and dated within four (4) weeks from submitted date with any paystubs received. Employment Offer letters are **not** acceptable.

7. Unable to provide recent 4 weeks: 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 consecutive (no gaps) dates for which no pay was received.

Earned/Unearned Income (applicable for each parent in household and child(ren))

Please provide any of the following:

1. Alimony payment: Provide proof of recent four (4) weeks consecutive payments.

2. Court Ordered Child Support / Voluntary Child Support payments: Provide recent four (4) weeks consecutive payments from Department of Revenue statements, recent four (4) weeks consecutive checks showing payment amount and frequency, deductions shown on recent four (4) weeks consecutive paystubs. If you cannot provide anyone of these documents, download ELCOC Voluntary Child Support form to complete and provide.

3. Social Security benefits (SSA, SSD), Supplemental Security Income (SSI): Provide for receiving dependent and/or parent(s) current year Award letter explaining reason income is awarded.

4. Disabled (not receiving SSI): ELCOC Physician Statement form for permanent or temporary disability within four (4) weeks submitted.

5. Relative Care Giver (RCG) payments: Provide current month's statement or stub with date, beneficiary, and amount.

6. Guardianship Assistance Program (GAP) payments: Provide current month's statement or stub with date, beneficiary, and amount.

7. Temporary Cash Assistance (TANF): Provide current Award letter or current Child Care Authorization Application (CCAA) referral.

8. Food Stamps (this is not counted as income): Provide current Award letter or Child Care Authorization Application (CCAA) referral.

9. Adoption Subsidy (this is not counted as income): Provide current proof of monthly amount with names/beneficiaries included.

10. 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 received amount and frequency within recent 4 weeks.