



Document Checklist for School Readiness Enrollment and Recertification

Submit the required, current, legible, and valid documentation for all household members. Documents cannot be expired.

Visit ELCOC.org for downloadable forms. Revised 8.19.2026

1. Proof of Identity/Adding Other Dependents

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

Documenting Other Household Dependents: Provide one or more documents verifying custody, age, and relationship for all minor children and adult household members, as applicable: Birth Certificate, Government/State-issued Photo ID, current SSI/benefit award letter, ELCOC Physician Statement Form (if not receiving SSI), current college schedule for adult children up to age 23, and recent four consecutive weeks of earned income.

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

2. Required Documents for Enrolling Children

Child(ren): Provide one or more documents verifying age, custody and citizenship/legal status of each child 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 qualifying immigration documents (Forms I-94, I-94A, I-197, I-551 Permanent Resident card, I-766 Employment Authorization card with a Non-U.S. Passport/Birth Certificate, or valid Child Care Authorization Application referral.

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

3. Required Documentation to Remove a Spouse or Second Parent from the Case

Recently Separated & No Longer Living Together: Provide residency proof showing the absent parent's different address or legal separation papers. If the parent's whereabouts are unknown, download and complete the ELCOC Notarized Letter of Separation.

Recently Divorced & No Longer Living Together: Provide court-issued divorce or annulment papers.

4. Child Care Provider Selection is required for enrollment

Need help finding a provider? Call (407) 841-6607 to speak with a Child Care Resource & Referral Specialist. Your provider must have a valid School Readiness contract with ELCOC and space available within **10 days of the approved enrollment start date.**

5. Residency Verification

Provide one of the following to verify your current address: Valid Florida Driver's license/ID, valid & signed lease, mortgage statement, most recent utility bill (power, water, cable, or gas), current paystub, or current Child Care Authorization Application (CCAA) referral. If none of these documents are available, download and complete an ELCOC Notarized Residency Verification Form as proof of residency. You **must** live in Orange County.

6. Existing Clients Reporting a Change in Employment, Student Status or Purpose for Care

You are required to complete and submit the ELCOC Change in Purpose for Care form. Proof of disability, and the last day of work/school may be requested. Future changes must be reported within 14 days using the Report Change Form at ELCOC.org.

7. Special or Customized Schedules (school breaks and holidays, nights/weekends)

To customize a child's schedule, you **must** get approval from ELCOC, and the selected provider must agree to provide care during the child's special or customized schedule. You must provide documentation showing the need for evenings and/or weekend care, such as the current work schedule or employer letter.

8. Proof of School/Training (Required, If Applicable, for Each Parent in the Household)

If attending school/training, provide an official detailed school schedule or letter verifying at least twenty (20) hours per week. Parent(s)/Guardian(s) may reach 20 hours per week through a combination of credit hours, class attendance and study time. Document must also show the semester start and end dates. If an official schedule is unavailable, download and submit an ELCOC Educational Verification form completed by the authorized school/training institute representative.

Grades for prior semesters: Grades or proof of completion from previous semesters or schools are required at recertification or during the authorization period.

Not a Qualified Purpose for Care: Master's programs or classes are not eligible to receive child care assistance.



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9. Proof of Employment (Required, If Applicable, for Each Parent in the Household)

Must include payee/payer name & contact, payment dates, weekly hours, and gross pay/hourly rate.

1. Paystubs: Provide the most recent consecutive four (4) weeks of paid income from the submission date: 4 weekly, 2 bi-weekly, 2 semi-monthly, or 1 monthly.
2. Self-employed (SE): Download and complete the ELCOC Notarized Self-Employment Income Statement Log. Provide daily records of hours worked and income for the most recent four (4) consecutive weeks, plus a copy of your business license, Sunbiz (Active), independent contract, or most recent tax returns (Schedule C). Receipts are required to deduct any business expenses. For non-traditional employment, Spark by Walmart, complete the SE form and provide with the specific App profile page.
3. Paid in cash: Download and complete the ELCOC Notarized Cash-Employment Income Statement Log. Provide daily records of hours worked and income for the most recent four (4) consecutive weeks. For Venmo/Cash App/Zelle payments, provide the payment amounts and dates matching the work schedule/calendar on Cash-Employment Income Statement Log.
4. Paid by personal/business checks: Provide copies of the most recent four (4) weeks of consecutive checks including hours worked, gross pay and pay dates on the memo line. Also provide a signed employment letter on company letterhead with the employer's contact information, stating date of hire, weekly hours worked, rate of pay and frequency of pay.
5. Non-traditional employments: For Insta Cart/ Door Dash/ Amazon/ Uber/ Lyft/ Shipt/ Go Puff/ Postmates/ Amazon Flex/ TaskRabbit/ ShiftSmart: Provide your company/app personal profile page and earnings records for the most recent four (4) consecutive full weeks. Records must show gross earnings before deductions, payment dates, and online/waiting hours per week.
6. Newly employed: Download and submit the ELCOC Employment/Income Verification form, completed by your employer, signed and dated within four (4) weeks of submission, along with any paystubs received. Employment Offer letters are **not** acceptable.
7. **Unable to provide recent 4 Weeks:** If paystubs are missing within the most recent consecutive four (4) weeks due to vacation, illness, or other reasons, provide written documentation from your employer explaining the absence(s) or gaps in pay and listing consecutive dates when no pay was received.

10. Earned/Unearned Income (Required, If Applicable, for Each Parent and Child in the Household)

1. Alimony payment: Provide proof of recent four (4) consecutive weeks of payments.
2. Court Ordered/ Voluntary Child Support payments: Provide recent four (4) consecutive weeks of payments from Department of Revenue Statements, checks showing payment amount and frequency, and/or four consecutive paystubs showing deductions and court order. If unavailable, download and complete the ELCOC Voluntary Child Support form.
3. Social Security/SSI Benefits: Provide the current-year award letter(s) for the parent(s) and /or dependent(s) receiving SSA, SSD, or SSI, showing the receive for the benefit. For Veterans' Disability, provide current documentation showing the disability percentage and benefit amount.
4. Disabled (Not Receiving SSI): Download and submit the ELCOC Physician Statement Form, completed by a qualified physician within four weeks of submission, verifying a permanent or temporary disability.
5. Relative Care Giver (RCG) Payments: Provide current month's statement or payment stub showing the date, beneficiary, and amount.
6. Guardianship Assistance Program (GAP) Payments: Provide current month's statement or payment stub showing the date, beneficiary, and amount.
7. Temporary Cash Assistance (TANF): Provide current award letter or valid Child Care Authorization Application (CCAA) referral.
8. Food Stamps (this is not counted as income): Provide current award letter or valid Child Care Authorization Application (CCAA) referral.
9. Adoption Subsidy (this is not counted as income): Provide current month's statement or payment stub showing the date, beneficiary, and amount.
10. **Other Income:** For Workers' Compensation, Reemployment Assistance/Unemployment, Veterans' benefits, Military Housing, Pension, Scholarships, Work Study, Retirement benefits, or regular cash gifts, provide proof of the amount received and payment frequency for the most recent four weeks.