

# EARLY LEARNING COALITION OF OSCEOLA COUNTY

## VPK CHILD ELIGIBILITY DETERMINATION

ITEM: 510A.01

EFFECTIVE DATE: 04-27-06

REVISED: 07/10/2025

Page 1 of 2

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### **POLICY STATEMENT**

The Coalition will ensure compliance with all legislative requirements, AWI rules and policies for the Voluntary Pre-Kindergarten Program regarding child eligibility.

### **PROCEDURE**

To be eligible to attend a Voluntary Pre-Kindergarten Program, the child must be four (4) years old on or before September 1<sup>st</sup> of each year and be a resident of Florida.

#### **1. Proof of Age**

The following documents may be accepted as proof of age.

- A. An original or certified copy of the child's birth record filed according to law with the appropriate public officer.
- B. An original or certified copy of a child's certificate of baptism or other religious record of the child's birth accompanied by an affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent.
- C. An insurance policy on the child's life that has been in force for at least 2 years.
- D. A passport or certificate of the child's arrival in the United States.
- E. An immunization record signed by a public health officer or licensed practicing physician.
- F. A valid military dependent identification card or a federal or state government issued identification card.
- G. If none of the documentation listed above can be produced, a parent's sworn affidavit of a child's age accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct will be accepted.

#### **2. Proof of Residency**

The following are acceptable documents to establish where a child resides and must contain the name of the parents or guardian of the child and the address of the parents or guardian as submitted on Form AWI-VPK 01 (Parent Application). Post office boxes are not sufficient to determine residency. During the application process, a copy of at least one of the following documents for purposes of verifying residency:

- A. Utility bill;( electric, gas, water), cable, internet, home or cellular phone bill dated within 12 months of the date the child application was submitted.
- B. Pay stub; dated within 12 months of the date the child application was submitted.
- C. Residential rental agreement or receipt from rental payment; dated within 12 months of the date child application was submitted.
- D. Government issued documents (e.g., Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption); or
- E. Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program (e.g., permanent change of situation).
- F. Federal government order showing that the child's parent is a federal employee assigned to work in Florida when the child attends the VPK program.
- G. A Florida Migrant Education Program Certificate of Eligibility (COE) from the Florida Department of Education.

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Page 2 of 2

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- H. If none of the above documents can be produced, an affidavit of physical address sworn to or affirmed by the child's parent accompanied by a letter from a landlord or property owner confirming that the child resides at the address shown on the affidavit will be accepted.
- I. If no supporting documents listed above are available for a child who is experiencing homelessness as defined in Section 1003.01(12), F.S., the Coalition shall document residency based on other supporting documents showing that the child who is experiencing homelessness and resides in Florida (for example, but not limited to; letter from a homeless shelter, homeless referral, student residency questionnaire issued by the local school district or notarized statement from the child's parent).

### **PARTIES AFFECTED**

All eligible four (4) year old children living in Florida.

### **ASSOCIATED DOCUMENTS / FORMS**

Birth Certificate, Certificate of Baptism, Insurance Policy, Passport, Immunization Record, Military Dependent Identification, Utility Bill, Pay Stub, Residential Rental Agreement, Rental Payment Receipt, Affidavit of Child's Age, Affidavit of Child's Residency, etc.