



## Document Drop off Checklist for School Readiness Eligibility Determination


Collier, Glades, Hendry and Lee Counties

**This list is a tool for your use – these are the documents most commonly needed to be considered for School Readiness childcare services. All information must be submitted via the family portal and will be verified by the eligibility staff. Based on your eligibility submission, additional documentation may be requested.**

*All applications are reviewed in the date order they are received. Please ensure that all required documents are submitted to avoid delays in processing.*

- A VALID (NON-EXPIRED) PHOTO ID for all adults in the family unit.
- BIRTH CERTIFICATES for all children in the household. If the child was not born in the US, proof of child legal status is also required. If you are not the biological parent, proof of custody is also required.
- PROOF OF CURRENT PHYSICAL ADDRESS – examples include:
  - Current lease
  - Utility bill showing service address
  - Paystubs in client's name
- SCHOOL VERIFICATION: If you are currently enrolled in school (GED, High School, Technical School, Associate's Degree or Bachelor's Degree) you must provide a letter on official school letterhead, signed by the registrar's office with the school seal, detailing classroom hours and the dates the semester begins and ends. You must also include a copy of your current transcript.
- EARNED INCOME VERIFICATION – proof of employment must show client's name, hours worked, gross pay and rate of pay. All paystubs must be the most current and consecutive (the most recent with no gaps).

### PROOF OF HOURS WORKED AND HOUSEHOLD INCOME

- If paid weekly – 4 paystubs required
  - If paid biweekly – 2 paystubs required
  - If paid semi-monthly – 2 paystubs required
  - If paid monthly – 1 paystub required
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- If paystubs do not include hours worked or other required information, an employment verification form will be needed.
- APPLICANTS WHO ARE SELF-EMPLOYED OR CASH EMPLOYED – Work calendars, pay receipts and invoices and work expenses for the last 4 weeks. Federal tax returns or tax transcript are required for these cases.
  - UNEARNED INCOME DOCUMENTATION- Includes but is not limited to the following:
    - Child support (proof of last four weeks of payments) – includes court ordered and private agreements
    - Most recent food stamps letter showing amount received and household members
    - Proof of social security (most current award letter showing recipient, type and amount received)
    - Worker's compensation/unemployment compensation
    - Any other source of income entering the household for any current household member
  - Proof of household size
    - Most recent food stamps letter showing amount received and household members - or -
    - Household size verification form which is available on our company website at <https://www.elcofswfl.org/school-readiness-for-parents>
  - Proof of zero balance is required for provider transfers

**By applying for the School Readiness program, you certify that the information provided is true and complete. Please understand that it is against the law to give false information to receive benefits under false pretense. These actions could result in termination of further services and possible referral to the Department of Financial Services, Public Assistance Fraud Division or further investigation, pursuant to Chapter 414.39, Florida Statutes.**