

# Document Drop off Checklist for School Readiness Eligibility Determination

Collier, Glades, Hendry and Lee Counties



Client Name (please print): \_\_\_\_\_

**You must provide ALL of the following documents in order for your eligibility to be fully determined. All information will be verified by the eligibility staff. Based on your eligibility submission, additional documentation may be requested.**

- A VALID (NON-EXPIRED) PHOTO ID for all adults in the family unit.
- BIRTH CERTIFICATES for all children in the household
- PROOF OF CURRENT PHYSICAL ADDRESS –  
Lease      OR      Light bill      OR      Water bill      OR      Paystubs in client's name

*If you are staying with a friend/family member and do not have your proof of address in your own name, you will need a letter from that person, dated and signed with a phone number for verification purposes. The letter needs to say that you and the children live at that address. You will also need to provide a notarized letter from yourself that states you live at that address with the children. Your letter must also be dated, signed and have a phone number for verification purposes.*

- SCHOOL VERIFICATION: If you are currently enrolled in school 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 checks required
  - If paid biweekly – 2 checks required OR
  - If paid semi-monthly – 2 checks OR
  - If paid monthly – 1 check required
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- If hours are not shown on checks – a letter from employer, dated and signed, on company letterhead, stating average number of hours worked per week.

- APPLICANTS WHO ARE SELF-EMPLOYED OR CASH EMPLOYED – Work calendars, pay receipts and invoices and work expenses for the last 4 weeks. The documentation must be sufficient to determine hours worked and income, such as business account ledgers, written documentation from customers, employment contracts, etc. 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

I can be contacted at the following phone number: \_\_\_\_\_

I can be contacted via email at: \_\_\_\_\_

Name of selected childcare provider: \_\_\_\_\_

- Proof of zero balance is required for provider transfers

*By submitting your documentation via drop off you are giving permission to the ELC of SWFL to upload your required documentation to your online family portal account on your behalf. You also certify under the penalty of perjury (a first degree misdemeanor punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to s. 837.012, or 775.082, or 775.083, F.S.), that the attached documentation is a true and accurate representation of your household size and income. Please note, additional supporting documentation may be requested to meet the eligibility requirements for the School Readiness program.*

Client signature: \_\_\_\_\_ Date of Drop Off: \_\_\_\_\_