



APPLICATION DOCUMENTATION CHECKLIST



In order to complete an application, the following documents must be submitted, as applicable to your family:

- ☐ **Proof of Income for the last 12 months or last calendar year**
 - 1040 or W-2
 - Pay check stubs
 - Notice of Action/CalWORKs
 - SSI/Social Security
 - Foster Care Income
 - Child Support
 - Unemployment
 - Grants/Scholarship/Financial Aid
- ☐ **Proof of Single Parent Status (*if applicable*) - please provide one of the following documents:**
 - Court Documents (i.e. Records of Divorce, Legal Separation)
 - Current Proof of Child Support
 - Current Utility Bill (i.e. SDGE, Telephone, Water)
 - Current Rental Receipts and/or Lease
- ☐ **Proof of Birth for ALL Child(ren) under the Age of Eighteen (18) in the Household - please provide one of the following documents:**
 - Birth certificate
 - Court orders regarding child custody
 - Adoption documents
 - Records of foster care placements
 - School or medical records
 - Other reliable documentation indicating the relationship of the child to parent
 - Head Start CWS Letter of Support – 04-100
- ☐ **Proof of Identified Disability (*if applicable*)**
 - Individualized Education Program (IEP)
 - Individualized Family Service Plan (IFSP)
- ☐ **Proof of Identified Health/Medical Condition (*if applicable*)**
 - Documentation for Medical Provider (i.e. Current Health Plan, Physician's Report)
- ☐ **Health Insurance Cards for child applying for program (*if available*)**
 - Medical Insurance
 - Dental Insurance

PLEASE BRING ALL DOCUMENTS WITH YOU TO FILL OUT THE APPLICATION

"It's better to have and not need, than to need and not have"