School Readiness Enrollment Checklist

More than one source or additional documentation may be required on a case by case basis including but not limited to the following: IRS Tax Transcripts, Tax Returns, Bank Statements, DCF ACCESS award letters, employment history records, vehicle registration, custody agreements, marital status documents, child support records etc.

Please read the following information carefully regarding the required documentation for School Readiness. You will not be enrolled if you fail to provide ALL applicable documents. For two parents residing in the same household, the following should be submitted for each separately. Visit the Early Learning Coalition website at www.seminoleearlylearning.org to download SR parent forms.

Proof of Identity/Photo ID

Florida Driver's License or state issued identification card

Proof of Age and Guardianship for all children in the household:

Certified U.S. Birth Certificate including the parent's name. If you are not the biological parent a court order or other legal documentation substantiating relationship to the child is required in addition to the U.S. Birth Certificate.

Proof of U.S. Citizenship for all children in the household to enroll in services:

U.S. Birth Certificate, valid U.S. passport, lawfully admitted alien document (Form I-94, I-94A, I-197 & I-766) with non U.S. passport, certificate of citizenship or naturalization, or social security card.

Proof of Residency in Seminole County:

Utility Bill Statement (water, gas or electric) within the last 4 weeks, lease agreement for current calendar year or signed and dated rent receipt with complete name and address of leaseholder. In addition, ELC of Seminole Residency Verification Form is required if no residence verification is not in your name.

Proof of Employment (as applicable below):

- Last four weekly, two bi-weekly, two semi-monthly or one monthly consecutive paystub(s), including name, hours worked and rate of pay. If you are a 1099 and taxes are not taken out of your check, please see requirements for Cash Employed below. If in doubt, submit all employment documentation in the Family Portal.
- ELC of Seminole Employment Verification Form (new job only),
- **If Self-Employed**- Notarized SE logs (including detailed daily work record), last four weeks current and consecutive with business expenses, current business license and current tax return including schedule C. If you are a 1099 (taxes not taken out), you must also submit copy of your employer contract/agreement for employment.
- **If Cash Employed**- Notarized Cash logs (including detailed daily work record), last four weeks current and consecutive as employed by a legally operating business. If you are a 1099 (taxes not taken out), you must also submit a copy of your employer contract/agreement for employment.
- If paid by personal check- checks must document gross income and hours worked on each check.

Proof of Educational Status

- Official Enrollment Verification reflecting start and end date of program, expected graduation date and current status on official school letterhead signed and dated by education institution.
- If you are attending a state university or college, detailed class schedule showing number of credits, start and end dates of semester and enrollment verification.

Proof of Disability:

- Social Security Award Letter for current year (including case number).
- ELC of Seminole Physician Disability Form.

Proof of Unearned Income:

Last four weeks current, consecutive income of the following:

- Child Support- Payment History including depository number from Florida Department of Revenue.
- Current Social Security Award Letter containing claimant number
- TANF benefit letter from the Department of Children and Families (ACCESS Website).
- RCG benefit letter from the Department of Children and Families (ACCESS Website).
- Food Stamps benefit letter from the Department of Children and Families (ACCESS Website).
- Re-Employment Benefits
- Veteran's Benefits

You must choose a child care provider before coming to your appointment. Contact our Child Care Resource & Referral Specialist at 407-960-2468 if you need assistance in finding a child care provider. In order to enroll your children during your appointment, your child care provider must currently have a School Readiness contract with ELC of Seminole. If you have questions about the status of your chosen child care provider, please contact our office to verify. It is your responsibility to verify space with your child care provider in advance.

Your children will be enrolled to begin services immediately.

You will be required to pay a parent-co payment to the child care provider based on your gross income and family size.