

Date: _____

Parent/Guardian of: _____

I understand that I must provide the following documents within the next 10 business days or my childcare services may be terminated.

_____ Proof of birth for: _____

- Birth certificate(s)

_____ Proof of Parent/Guardian Identity *(one of the documents listed below)*

- Photo identification
- Driver's license

_____ Proof of Residency *(one of the documents listed below)*

- Utility bill received within the last six weeks
- Landline telephone bill received within the last six weeks
- Valid Florida's identification card
- Valid Florida's driver's license
- Pay stub received within the last six weeks
- Property tax bill for current calendar year
- Military order showing that the child's parent is a service member in the United States Armed Forces assigned to duty in Florida
- If homeless - Residency letter from homeless shelter, domestic violence shelter or authorized emergency management location

_____ Proof of Divorce/Separation *(one of the documents listed below)*

- Finalized court judgement
- Separate utility bill received within the last six weeks
- A letter stating your partner is no longer residing in the home. The letter must contain the name, address, phone number, and it must be signed and dated by the person making the statement.

_____ Proof of Earned Income

- Pay stubs or a printout from current employer of gross wages for the 4 current & consecutive weeks of income.
- If paid in cash/business check or on the job for less than 4 weeks old- a written statement (preferably on company letterhead), including number of weekly hours, hourly income/salary, supervisor's name/signature & phone number or ELC Verification of Employment form will be accepted.

_____ Proof of Unearned Income

- Child support printout of the 4 consecutive current weeks (www.myfloridacounty.com) or if received in cash –Letter or Child Support Verification Form completed by absent parent.
- Food Stamps document showing current monthly amount received and household members (<https://www.myflfamilies.com/services/public-assistance>)
- TANF / Relative Caregiver document showing current monthly amount received and household members (<https://www.myflfamilies.com/services/public-assistance>)
- Reemployment Assistance – Current award letter showing current monthly amount (www.floridajobs.org)
- SSA / SSI – Current yearly award letter showing the current monthly amount
- Other _____

_____ Proof of Guardianship *(one of the documents listed below)*

- A court order or other legal documentation
- A DCF custody/placement letter

Please submit the missing documents by email/fax: _____

Parent/Guardian Signature: _____ Date: _____

Eligibility Specialist Signature: _____ Date: _____

