

## CHECKLIST FOR APPLYING TO EDUCARE DC'S EARLY HEAD START PROGRAM:

**\*Please utilize this checklist to ensure that all supporting documents are included with a complete and signed application before submitting for consideration of enrollment into our infant and toddler program. Not submitting a complete application packet may delay the processing of your application.**

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- ☐ **Completed Educare DC Enrollment application**
- ☐ **Valid Photo ID for Parent/Guardian 1 and Parent/Guardian 2 (if applicable)**
- ☐ **Income Verification** – Options: TANF, SSI, SSDI, Income Tax Return (ex. 1040, or W-2's, Unemployment Income, 3 most recent pay stubs reflecting DC state tax withholdings, completed "Employer Income Verification" form showing hours worked and pay rate (*only if unable to provide pay stubs*))

**(Note: Income is an eligibility consideration for Early Head Start only)**

- ☐ **Proof of DC Residency** – Current Mortgage statement, Copy of Lease with rental ledger of payments, Letter from transitional housing facility, unexpired Vehicle Registration that matches I.D information, (2) consecutive utility bills showing proof of payment ( Electric, Water or Gas only), SNAP statement from DHS
- ☐ **Birth Certificate** (Letter size, not card-sized) from parent(s) and all dependent children
- ☐ **Most recent Immunization Records and DC Universal Health Certificate**
- ☐ **Oral Health Certificate (required for children 3 and older)**
- ☐ **Proof of Legal Custody** – court documentation (if child is in Foster Care)
- ☐ **Social Security Card** – from parent(s) and all dependent children
- ☐ **Health Insurance Card** (for all enrolled children)
- ☐ **WIC Documentation** (that has case number listed) (if applicable)
- ☐ **Proof of Supplemental Security Income** (if applicable)
- ☐ **Proof of unexpired SNAP program benefits** (if applicable)
- ☐ **Full Time Employment or School/Training Verification** – Letter from school registrar, official transcript, official letter of enrollment to state program term (if applicable)

***Providing the above listed documentation does not guarantee immediate placement.  
All applicants will be evaluated through the selection criteria process.  
If your child is eligible but a vacancy is unavailable, your child will be placed on a waitlist.***