

Checklist for applying to Educare DC's Early Childhood Education Program (Ages 6 weeks - 5 years)

***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.**

- Completed Educare DC Enrollment application**
- Valid Photo ID for Parent/Guardian 1 and Parent/Guardian 2 (if applicable)**
- Income Verification** – Options: TANF, SNAP, 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 and Residency are preliminary eligibility factors for the program. Failure to submit income and residency verification may delay application processing.
- 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 *for the same utility service* (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.***