

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

Please utilize this checklist to gather all supporting documents before submitting for consideration of enrollment into our infant and toddler program. Not submitting all documents needed to determine eligibility 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** – Options: 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) for all dependent children (and for parents *under 18yrs*)
- 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** (for all enrolled 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.
Please send all documents to enroll@educaredc.org***