

Checklist for applying to Educare DC's MOMS 2 BE Program for Expectant Moms

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 Prenatal program. Not submitting a complete application packet may delay the processing of your application.

Y **Completed Educare DC Prenatal Intake Application**

Y **Valid Photo ID for Expectant Mom and Primary Contact/Support (if applicable)**

Y **Income Verification** – Options: TANF, SSI, SNAP, 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*))

Y **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

Note: Income and Residency are preliminary eligibility factors for the program.

Failure to submit income and residency verification will delay application processing.

Y **Proof of Pregnancy** – Current visit summary from OBGYN

Y **Health Insurance Card**

Y **WIC Documentation** (that has case number listed) (if applicable)

Y **Full Time Employment or School/Training Verification** – Letter from school registrar, official transcript, official letter of enrollment to state program term (if applicable)

Applications are available for download on the website listed below as well as onsite pick-up by appointment only. To submit your application, please send via email to an enrollment team member listed below with all completed forms and supporting documentation attached. You can also schedule to drop off your application to a member of the enrollment team at Educare DC.

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