EDUCARE
WASHINGTON, DC

Eligibility Document Checklist

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

*Below is a list of required documents for eligibility determination. **Note that your students application cannot be processed until all documentation is received**. To be eligible for Early Head Start/Head Start programming a family must be at or below the [federal poverty level](#), receiving SNAP/TANF benefits, a foster child or ward of the state.*

Required for all Students:

- ☐ **Educare DC Enrollment [application](#)** (available online at https://www.educaredc.org/enroll/)
- ☐ **Valid Photo ID for Parent/Guardian 1** *and Parent/Guardian 2 (if applicable)*
- ☐ **Income Verification** – Options: TANF, SNAP, Social Security Income, Social Security Disability Income, Income Tax Return (ex. 1040, or W-2's, Unemployment Income, (2) most recent pay stubs reflecting DC state tax withholdings, "Employer Income Verification" form showing hours worked and pay rate (*only if unable to provide pay stubs*)
- ☐ **Proof of DC Residency** – Options: TANF, SNAP, Social Security Income, Social Security Disability Income, Supplemental Security Income, Current Mortgage statement, Copy of Lease with rental ledger of payments, Letter from transitional housing facility, Unexpired Vehicle Registration that matches address on DC ID, (2) *consecutive* utility bills showing proof of payment for the *same utility service* (Electric, Water or Gas only)
- ☐ **Birth Certificate – Full Size** *(for enrolling child and for parents under 18yrs)*
- ☐ **Most Recent Immunization Records and [DC Universal Health Certificate](#)**
- ☐ **Oral Health Certificate** *(required for children 3 and older)*
- ☐ **Social Security Card** *(for enrolling child)*
- ☐ **Health Insurance Card** *(for enrolling child)*

If applicable:

- ☐ **IFSP/IEP or referral form** - Individualized Family Service Plan, Individualized Education Plan, Strong Start Referral, Early Stages Referral, Referral from Doctor for further evaluation. *(If your student has received any services or been referred for evaluation please let the enrollment team know so we can best support your student and family with transitioning on site if offered a slot)*

- ☐ **Proof of Legal Custody** – court documentation *(if child is in Foster Care)*

- ☐ **School/Training Verification** – Letter from school registrar, official transcript, official letter of enrollment including current program term *(for parents under 18yrs)*

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

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