



School Readiness Document Checklist

If you are working: One of the below must be uploaded

Current 4 weeks of pay stubs reflecting your hours, rate of pay, gross income and dates of pay. (4 Weekly, 2 Bi-Weekly, 2 Semi-Monthly and 1 Monthly)

If you are working as self-employed OR paid by cash: The below must be uploaded

Book keeping records for the past 2 months documenting income and hours you worked
Copies of all receipts of any business-related deductions (2 months)
Most current tax transcript
Business License and any business-related documents that show activity

If you are currently a student: The below must be uploaded

Current school schedule showing class times and dates (start and end date) and your current Fee Statement — showing classes have been paid for (letter from registrar, financial aid award or balance paid)

Child Support –

Court Ordered - One of the below must be uploaded

Online statement from Clerk of Courts OR Department of Revenue showing your current payments received or payments not received

Not Court Ordered - The below must be uploaded

Notarized letter from the other parent stating the amount and frequency of support provided **AND** current proof of their address (current utility bill OR Government document - we cannot accept an ID unless it was just issued)

Food Stamps – If received, the below must be uploaded

Current food stamp award letter showing the household members and amount received

Any Other Income – If received, the below must be uploaded

Social Security – Current award letter showing amount received. If you are receiving Social Security, we need a letter from Social Security showing if the child is or is not drawing down from your income- this letter is provided from the Social Security office

Veteran Benefits – Current award letter

Unemployment – Print out from unemployment showing your weekly income

TANF – Current award letter showing your cash assistance /Relative Caregiver amount

Proof of Age- One of the below must be uploaded

Birth Certificate or Shot Record or Passport

Proof of Citizenship – One of the below must be uploaded

Birth Certificate or Adoption papers or child's status as a TANF recipient or Medicaid eligible letter or lawfully admitted alien document

Proof of Address – One of the below must be uploaded

Current ID showing your current address or current utility bill or Government correspondence

Photo ID – The below must be uploaded

Driver's License - *If you do not have your Driver's License - you must provide (2) of the following documents: your Social Security card, Birth Certificate, Employment ID or Student ID or Pay stub*

Additional documents not listed on this form may be used or requested based upon your case. ELCFV staff can provide additional information regarding allowable documents