



2015-2016

HEAD START APPLICATION INFORMATION



- Read the application carefully
- Fill in all information
- Sign and date application

Applications will not be processed for enrollment until all documentation is provided and verified. At the time you submit the application, **you must have the following items:**

- Child's Certified Birth Certificate (hospital birth records are not acceptable)
- Proof of Guardianship/Kinship (if your name is not on the Child's Birth Certificate)
- Social Security card or numbers for all family members (If available)
- Proof of residency such as a current utility bill (electric, gas, phone, cable, or water), mortgage or lease agreement with signature page, valid driver's license. (Proof **must be** dated within 3 months **AND** you must live in Pasco County)
- Verification of all family income (Parent(s) or Guardian(s)) for the past 6-8 weeks such as:**
 - ❖ 2014 Income Tax Form (1040, 1040A, W2, 1099, etc.)
 - ❖ Check stubs (3 consecutive months)
 - ❖ SSI (Supplemental Security Income) letter showing benefits awarded
 - ❖ Current award letter for all Social Security Benefits (retirement, disability, survivors, etc.)
 - ❖ Child Support Documentation for each child in the home, if applicable
 - ❖ Unemployment Compensation (Wage transcript or 3 paystubs)
 - ❖ TCA/TANF (Cash Assistance) computer printout from Department of Children & Families
 - ❖ Statement from Employer-on letterhead that includes date of hire, current pay rate and number of work hours per week
 - ❖ Documentation of WIC or nutritional concerns
 - ❖ Documentation of any disability (IEP or IFSP) diagnosed or concerns for applying child(ren)
 - ❖ Documentation of Pregnancy (With due date) if applicant is an expectant mother



WHEN YOU HAVE ALL OF THE REQUIRED DOCUMENTS, GO TO THE APPLICATION DAY THAT IS CLOSEST TO YOU. YOU MUST BRING ALL REQUIRED DOCUMENTATION IN ORDER TO APPLY FOR THE HEADSTART PROGRAM.

IMPORTANT INFORMATION TO KNOW:

1. All children will be placed on the waiting list for the first school choice on the application.
2. Parent(s) /Guardian(s) will receive notification by mail **during the summer** concerning their family's application status.
3. All children who are not selected will remain on the waiting list for additional enrollment opportunities that may occur throughout the program year.