



## APPLICATION CHECKLIST FOR FAMILIES

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**1. Age Document (REQUIRED):**

- Birth Record/Certificate                       Hospital Record  
 Hospital Certificate

**2. Proof of Income (REQUIRED for all parents/guardians in the household):**

- Last Year's Income Tax Form 1040, 1040EZ, or 1040A  
 Last Year's W-2 Form  
 Most Recent Pay Stubs – One month's worth (2 = bi-weekly, 4 = weekly)  
 Employer Statement – Including salary and frequency of pay, dated within past 6 months  
 No Income – Self-Written Statement (for Head Start ONLY)  
 Child Support Documentation Date within the past 6 months  
 Social Security Benefits Award Letter Dated within the past 12 months

**3. Proof of Categorical Eligibility (If applicable – bring at least one):**

- Proof of Supplemental Security Income Award Letter dated within the past 12 months  
 Proof of TANF or Cash Assistance Award Letter dated within the past 12 months  
 Proof of Foster/Kinship Care

**4. Health/Mental Health Records (REQUIRED for applicant):**

- Immunization Records – Most recent                       Physical Exam Records  
 Dental Exam Records     IEP and/or Behavior/Treatment Plans

**5. Proof of Residency (REQUIRED):**

- Mortgage     Rental Agreement  
 Letter from Landlord/Owner                                       Utility Bill (power, water, etc.)  
 Statement of current living situation

**6. Other Documents:**

- Custody Orders (If applicable)

**YOU MUST PROVIDE ALL REQUIRED DOCUMENTS BEFORE YOUR APPLICATION WILL BE PROCESSED. PLEASE CALL THE CENTER TO SPEAK WITH THE DIRECTOR:**

**Center # - (215) 634-9777**

**Fax# - (267) 319-8941**