



## **School Readiness Program Match Family Application Supporting Documents**

### **Please bring to your appointment:**

- Valid picture ID for parent/s
- Proof of address if different from picture ID
- Birth certificate of all children living in household (even if that child will not receive care but is included in family size)
- Social security cards if available (not required)
- All income for parent/s (includes child support, alimony, SSI, SSA, unemployment, work salary, any cash received on a regular basis):
  - If parent receives pay in cash or by a corporate check and the hourly rate and hours worked are not included. The employer must complete a verification of employment form. (ELC Eligibility Specialist will provide the form)
  - If parent is self-employed, must bring work calendar indicating hours worked and amounts earned in a six week period, as well as matching receipts, income expense statement if applicable, and last year's taxes if available
  - If parent is disabled, proof of disability award amount
  - If child support is applicable must provide proof i.e. letter from absent parent stating amount and frequency of income (does not need to be notarized), or print out from child support website
  - If receiving food stamps must provide proof of benefits, such as letter from Department of Children and Families indicating account number and amount of benefit
- Name, phone number, and address of provider selected to enroll child/ren receiving care (This information is included in the SRPM Family Application Prescreening Form)