



NOTICE OF REQUIRED DOCUMENTS

Parent/Guardian Name: _____

Eligibility/Resource & Referral Specialist: _____

Return Documents By: _____

You must provide the following documents by the date above to avoid termination of services:

- Photo ID & Social Security Card for all adults and children residing in the household
- Proof of residency (rental agreement, utility bill, etc.)
- Six current and consecutive weeks of pay stubs or, if employment is new, a verification of employment completed by your supervisor or payroll officer
- Clients receiving social security for a disability need a physician signed statement documenting their disability and their need for child care assistance
- Proof of legal guardianship if children have been placed out of parental custody
- Copy of birth certificates for all children (or other approved documentation such as the passport, baptismal certificate, physician signed blue immunization form)
- Proof of voluntary or court ordered Child support received or paid out of the household
- For self-employed, tax return or 1099 and self-employed income verification
- Documentation of child's membership in a Federally recognized Indian Tribe for Native Americans
- Work permit or resident alien card of parent (IG Cards) for non-US citizens
- Other: _____

Comments: _____

Return to:
7334 Little Road Ste. 102
New Port Richey, FL 34654
(727) 569-1004
Fax: (727) 847-6929

Parents Signature: _____

Date: _____