



## REQUIRED ENROLLMENT DOCUMENT

The following documents will be needed in order to enroll your child/children in our program.

### WORKING

- 2 current pay stubs (if paid bi-weekly) or 4 current pay stubs (if paid weekly)
- 1040 Tax Return for Early Head Start
- Employment Letter & Income Verification (if paid in Cash) will be provided upon enrollment
- Enrolling child Birth Certificate
- Medical/Insurance Card
- Complete Physical Exam (NO PENDING RESULTS) with in the last 6 months
- If child has asthma – Asthma Action Plan
- If child has food allergies – Medical Food Exemption Form or Special Diet
- Complete Dental Exam (age 1 to 6 years) with in the last 6 months
- Immunization Records
- Parent Picture Identification
- Recipient Ledger/Ward Letter (if receiving TANF)
- If child has IFSP or IEP

### EDUCATION/TRAINING

- Responsibility and Service Plan – Activities to Meet Goal (RASP Letter from Case Manager)
- School Letter/Schedule
- Recipient Ledger (if receiving TANF)
- Enrolling child Birth Certificate
- Medical/Insurance Card
- Complete Physical Exam (NO PENDING RESULTS)
- If child has asthma – Asthma Action Plan
- If child has food allergies – Medical Food Exemption Form
- Complete Dental Exam (age 1 to 6 years) within the last 6 months
- Immunization Records
- Parent Picture Identification