



Document Checklist for School Readiness Enrollment and Recertification



Use this checklist to help you gather the documents you need to submit for enrollment or recertification through the Family Portal. Having these documents readily available when you complete the “Eligibility Wizard”.

- ✓ **Residency Verification:** Current lease agreement (including signature page), mortgage statement, most recent utility bill (power, water or gas) in your name, valid Florida driver license or Florida ID card, current paystub with your name and address, or current Child Care Authorization Application (CCAA) are all accepted. If you live with someone, 4C Proof of Residency Notarized Form completed by the person with whom you live, attached with any of the acceptable documents listed above.
- ✓ **Proof of Age of child(ren) (for NEW enrollments):** For **ALL** children in your family size, even those not being enrolled: Birth certificate, Florida Shots record (Department of Health Form 680), passport, current Child Care Authorization Application (CCAA) Form.
- ✓ **Proof of U.S. Citizenship or Qualified Alien (for child(ren) being enrolled):** U.S. Birth Certificate, U.S. passport, certificate of naturalization, child’s status as a TANF recipient (TCA or TCC referral), At-Risk referral that indicates Medicaid-eligible status, valid (not expired) lawfully admitted alien document (Forms I-94, I-94A, I-197, I-551(Permanent Resident card), I-766 (Employment Authorization card) with non-U.S. Passport.
- ✓ **Proof of Identity:** Driver’s License, State-issued identification card, Student ID, or Passport. *Document provided must be valid and cannot be expired.*
- ✓ **Proof of Employment:** Four (4) weekly; two (2) biweekly; two (2) semi-monthly; or one (1) monthly paystubs that are current and consecutive (paystubs must show hours worked and gross pay) or, if newly employed, 4C Employment/Income Verification form completed by your employer, dated within 4 weeks of applying for SR services and submitted with all paystubs received to date.
 - **Self-employed:** *4C Notarized Self-Employment Income Log.* Keep a detailed record of hours worked and income for the last four (4) current and consecutive weeks. You will also need to provide a copy of your business license, current tax returns (such as Schedule C) with receipts of any business expenses, including notarized front page.
 - **Paid in cash:** *4C Notarized Cash Employment Log.* Keep a detailed record of hours worked and income for the last four (4) current and consecutive weeks, including notarized front page.
 - **Paid with personal/business checks:** Provide copies of your most recent four (4) weeks of checks including hours worked, gross pay and pay dates (written on the memo line). You must also provide a signed letter of employment from your employer (on company letterhead detailing employer contact information) stating date of hire, weekly hours worked, rate of pay and frequency of pay.
 - **If you are missing paystubs within the last 4 weeks due to vacation/illness/etc.:** You must provide written documentation from your employer explaining your absence and list pay period for which no pay was received.
- ✓ **Existing Clients with Loss/Change in Employment or Student Status:** Provide ‘Change in Purpose for Care’ form. You must also provide all other documents required for new employment/student status. See ‘Proof of Employment’ section above.

- ✓ **Proof of School/Training:** Printout of official schedule or letter reflecting full time attendance and minimum 12 credit hours per semester or 20 hours of class time. Document provided must reflect your current class schedule; this must show beginning and end date of the semester.
 - **For Recertifying Clients:** Provide grades or proof of completion for previous semesters completed during their authorization period.
- ✓ **Proof of Other Household Income:** Include all sources of additional income for all household members. This includes income from:
 - **Alimony or Court Ordered Child support:** Provide printout that shows last four (4) weeks of payments.
 - **Voluntary Child Support:** Provide 4C Voluntary Child Support form.
 - **Social Security benefits (SSA, SSD), Supplemental Security Income (SSI):** Provide current year award letter.
 - **Relative Care Giver (RCG) payments:** Provide current print out.
 - **Temporary Cash Assistance (TANF):** Provide current printout or current Child Care Authorization Application.
 - **If you receive any other income type of income** such as Workers' Compensation benefits, Reemployment Assistance or Reemployment Compensation benefits, Veterans' benefits, Retirement benefits, or cash gifts (received on a regular basis): Provide proof of amount received.
 - **Food Stamps** (this is not counted as income): Provide current Child Care Authorization Application (if applicable).
- ✓ **Additional Documentation:** Any other documentation needed to determine eligibility, including:
 - **Proof of Custody:** If you are not the biological parent of the child you are enrolling, you must provide proof that you have custody, such as court documents or a notarized statement from the biological parent.
 - **Proof of Custody:** If you are the biological parent of the children in household, you must provide birth certificate or valid Florida Shots record (Department of Health Form 680) with your name listed as parent/guardian.
 - **Child Care Authorization Application (CCAA)** from CareerSource.
- ✓ **Need night and/or weekend care:** You must provide documentation that shows you need care for nights and or/weekends. This can be a current work schedule or letter from your employer. If you cannot provide either of these documents, please contact 4C for alternative options.
- ✓ **Removing Spouse or 2nd Parent from case:** In order to remove a Spouse or 2nd Parent from your case you must provide one of the following:
 - Current lease agreement, mortgage statement, or current utility bill (power, water or gas) in their name showing different address.
 - Driver's License of 2nd Parent being removed with their current address
 - 4C Proof of Residency Notarized Form completed by the person with whom they live, attached with any of the acceptable documents listed above.
- ✓ **New Enrollment clients must have your Child Care Provider chosen:** Call (407) 522-2252 ext. 2920, if you need assistance in finding a Child Care Provider.

You can download additional forms that you may need at www.4cflorida.org. Select **Other Resources > Downloads > Orange County**. Other helpful websites from which you may be able to access required information:

www.myflorida.com

www.myfloridacounty.com

www.myorangeclerk.com