School Readiness Appointment Checklist

More than one source or additional documentation may be required on a case by case basis including but not limited to the following: IRS Tax Transcripts, Tax Returns, Bank Statements, DCF ACCESS award letters, employment history records, vehicle registration, custody agreements, marital status documents, child support records etc.

Please read the following information carefully about your upcoming appointment. You will not be enrolled if you fail to provide ALL applicable documents. For two parents residing in the same household, the following should be submitted for each separately. Visit the Early Learning Coalition website at www.seminoleearlylearning.org > downloads > parents for additional eligibility forms.

Proof of Identity/Photo ID must match current residence:
Florida Driver’s License or state issued identification card

Proof of Age and Guardianship for all children in the household:
Certified U.S. Birth Certificate including the parent name. If you are not the biological parent a court order or other legal documentation substantiating relationship to the child is required in addition to the U.S. Birth Certificate.

Proof of U.S. Citizenship for all children in the household to enroll in services:

Proof of Residency in Seminole County:
Utility Bill (water, gas or electric) within last 6 weeks, lease agreement for current calendar year or signed and dated rent receipt with complete name and address of leaseholder. In addition ELC-RV Form required if not in your name in addition to the bills stated above.

Proof of Employment (as applicable below):
- Last four weekly, two bi-weekly, two semi-monthly or one monthly consecutive paystubs, including name, hours worked and rate of pay. If you are a 1099 and taxes are not taken out of your check, please see requirements for Cash Employed below. If in doubt, bring all employment documentation.
- ELC of Seminole Employment Verification Form (new job only),
- If Self-Employed: Notarized SE logs (including detailed daily work record), last four weeks current and consecutive with business expenses, current business license and current tax return including schedule C. If you are a 1099 (taxes not taken out), you must also bring copy of your employer contract/agreement for employment.
- If Cash Employed: Notarized Cash logs (including detailed daily work record), last four weeks current and consecutive as employed by a legally operating business. If you are a 1099 (taxes not taken out), you must also bring copy of your employer contract/agreement for employment.
- If paid by personal check- checks must document gross income and hours worked on each check.

Proof of Educational Status
- Official Enrollment Verification reflecting start and end date of program, expected graduation date and current status on official school letterhead signed and dated by education institution.
- If you are attending a state university or college, class schedule showing number of credits, start and end dates of semester and enrollment verification.

Proof of Disability:
Social Security Award Letter for current year (including case number). ELC Disability Form is also required.

Proof of Unearned Income: Address on verification letters must match current address on photo ID
Last six weeks current, consecutive income of the following:
- Child Support- Payment History including depository number
- Current Social Security Award Letter containing claimant number
- TANF
- RCG
- Food Stamps
- Re-Employment Benefits
- Veteran’s Benefits

You must choose a child care provider before coming to your appointment. Contact our Child Care Resource & Referral Specialist at 407-960-2468 if you need assistance in finding a child care provider. In order to enroll your children during your appointment, your child care provider must currently be accepting ELC of Seminole payments. If you have questions about the status of your chosen child care provider, please contact our office to verify. It is your responsibility to verify space with your child care provider in advance.

Your children will be enrolled to begin services immediately.

You will be required to pay a parent-co payment to the child care provider based on your gross income and family size.