

Early Childhood Education Grantee File Checklist Updated 9/6/2024

Pre-October 1 Early Childhood Education Application Checklist

Instructions: Please complete this checklist and provide it to the child's county of residence with the required document. All guidance on protecting information should be followed.

Required for All Applications:

Child's Name _____
Child's Date of Birth _____
County of Residence _____
Grantee Organization Name _____
Site Location Name _____
Site Location License Number _____
Participant in Full Day Pilot? Yes No

Application (Examples include JFS 01121, JFS 07200, CACFP Form)

- Parent & Child's Name
- Child's Address
- Parent/Guardian Signature

Age Verification Document

- Birth Certificate
- Passport
- Residency Card
- Notarized Translated Birth Certificate

Required Documentation Based on Eligibility Requirement Met:

- Presumptive Eligibility: Approval notice for Supplemental Nutrition Assistance Program (SNAP), Cash Assistance, Medicaid, or Child Care Assistance
 - Complete Family Size table below
- Categorical Eligibility:
 - Individualized Education Plan (IEP): Page with child's name and signature
 - Homeless: Statement
 - Child in Kinship Care: Active Case Plan, Family Service Plan or receiving Kinship Permanency Incentive (KPI)
 - Child in Foster Care: Any documentation showing Public Children Services Agency (PCSA) custody
 - Early Intervention Exiter: Individualized Family Service Plan (IFSP) page with child's name and signature
 - Complete Family Size table below
- Income Eligible: Proof of income at or below 200% of the federal poverty level (FPL)

- Pay stubs, tax records, award letters, child support
- Zero Income Statement
- Complete Family Size table below

Family Size: Note: This is needed to determine Federal Poverty Level

First and Last Name	Relationship to Child	Date of Birth