

Parent Checklist ✓
WCMCAA Head Start Application

All items must be presented at the time application is taken.

Documented Income Verification which includes the following: Individual Income Tax Form 1040, W-2 form, Pay Envelopes, Pay Stubs with gross year to date earnings, written statement from employer or documentation showing status of Unemployment, SSI, Foster Payment or Public Assistance (TANF), and Child Support (for child making application). Previous twelve (12) months of income or calendar year **MUST** be verified the date application is taken.

Child's Birth Certificate which includes the following: certified copy of birth certificate, hospital record, crib card, medicaid card, etc.

Immunization Record

Birthdate or **Social Security** number of all family members. (Needed for data program entry)

Contacts: Two contact numbers besides the parents or guardian must be provided, so Head Start staff will be able to reach the parent or guardian if necessary.

Verification of Disability and/or Health Related Problem which includes the following: letter and/or referral from physician or licensed professional, names and addresses of physicians, hospitals and/or clinics (we want to make sure that if your child has any disability and/or health related problem, that they receive appropriate attention).

Legal Documentation must be provided if necessary on such issues as custody, guardianship, ex-parte, etc.

Health History completed at time of application.

Note: To be eligible for WCMCAA Head Start services, child must be 3 years by August 1, except for children with a documented disability requiring special education or related services (as determined by a multidisciplinary team) who according to the IDEA (Individuals with Disability Education Act) are eligible to receive services beginning with that child's 3rd birthday, or transitioning from WCMCAA Early Head Start program in order to fill out an application.. This does not apply to Early Head Start (EHS) applicants.