



## **\*Eligibility Requirement Checklist \***

Thank you for applying with the Tampa Metropolitan Area YMCA Early Head Start Program. In order to determine your child's eligibility, the items listed below must be provided along with your application. We accept applications throughout the school year for anyone who is interested in enrolling in the YMCA Early Head Start Family Child Care Home Option. ***The completion of this from should not be considered a formal acceptance into the program, but one of the steps in completing the eligibility process.*** Please utilize the checklist below to ensure all required documentation is turned in so that your application is processed in a timely manner.

### **Needed with Application:**

#### **I. Age Verification**

- Copy of Child's Birth Certificate

#### **II. Earned Income for previous/current year** (must be working minimum of 20hrs per week or in school full time)

- 1040 Tax Return (most recent year)
- Most recent check stub (if receiving cash, we need employer letter and third party verification form. We can provide this for you)
- School certificate of verification letter

#### **III. Other Income** (last twelve (12) months printout)

- Cash Assistance (TANF)
- Child Support Verification
- Veterans Benefits
- Financial Aid award letter
- Unemployment Compensation/Worker's Compensation
- Income from Social Security Administration (SSI, SSA, or SSD award letter)

**If you are claiming NO income, you must: 1) call IRS (1-800-829-1040) and request a Wage and Income Transcript. 2) Submit a written letter explaining how your family's basic needs are being provided for.**

### **Needed at Enrollment:**

#### **IV. Proof of Residency** (one of the following)

- Florida Driver's License/ID with current address
- Utility Bill or Pay Stub within the last 60 days
- Rental Agreement
- Military Orders

#### **V. Other**

- Proof of Legal Custody/Guardianship
- Food Stamps/Medicaid Eligibility

#### **VI. Health documents needed for Enrollment**

- Current Physical with Hemoglobin and Lead Results
- Current Immunization Record (Shot Record)

**By Appointment Only: Mon, Tues, Thur. & Fri. 9am-4pm**

**Walk in Day: Wednesday 9am-12pm and 1pm-4pm**

**Phone: 813-676-5075**

**Please Fax supporting documents to:**

**Fax: 813-436-5312**

**Tampa YMCA Early Head Start Program  
110 E. Oak Ave. Tampa, FL. 33602**