



REQUIRED DOCUMENTS *for* ENROLLMENT

To complete your child's application, we will need the following documents:

1. Proof of Age - *ONE of the following:*

- Your child's Birth Certificate or Consular Report of Birth Abroad
- Your child's Passport or other state or government-issued identification
- A hospital record of birth

In the event that you are unable to secure any of the documents listed above please the Enrollment Coordinator for additional guidance

2. Proof of Total Annual Household Income (for all parents/guardians in the household) ALL income sources are required to be reported:

- Department of Transitional Assistance (DTA) letter or statement dated within the last 30 days showing receipt of:
 - Temporary Assistance to Needy Families (TANF)
 - Transitional Aid to Families with Dependent Children (TAFDC)
 - Emergency Aid to Elderly, Disabled and Children (EAEDC) benefits
- Social Security Administration letter or statement dated within the last 30 days showing receipt of:
 - Supplemental Security Income (SSI)
 - Please also bring a letter or statement from the Department of Transitional Assistance (DTA) showing your monthly State Supplemental Payment (SSP) amount
 - Social Security Disability (SSDI)
 - Social Security
 - Survivor's Benefits
- Letter or statement from the Department of Children and Families (DCF) showing receipt of foster care payments
- Most recent 1040 Form (tax returns)
- Most recent W2, 1099, or other tax forms
- Paystubs or pay statements/records reflecting a full month's gross wages:
 - If paid weekly: submit your last 4 to 6 paystubs; must be consecutive
 - If paid biweekly: submit your last 2 to 3 paystubs; must be consecutive
 - If paid bi-monthly: submit your last 2 paystubs
 - If paid monthly: submit most recent month's paystub
- Letter or statement from Employer showing gross wages and weekly hours worked (dated within in the last 30 days)
- Letter from program showing training stipend and weekly hours worked (dated within last 30 days)
- Letter or statement from the Massachusetts Department of Unemployment Assistance showing receipt of Unemployment Assistance
- Proof of child support and/or alimony payments:
 - Department of Revenue (DOR) letter or statement showing child support payments for at least one full month (must reflect past 4-6 weeks)
 - Child support and/or alimony Court Orders
 - Letter or statement from the Department of Transitional Assistance (DTA) showing child support amount received monthly (dated within the last 30 days)
- Letter or statement showing financial support received from family or other source (including the frequency and amount of payments)
- Letter or statement showing receipt of pensions (private, government, or military)
- Letter or statement showing receipt of college or university scholarships, grants, fellowship payments, assistantships, and/or sponsorships
- Letter or statement showing receipt of net rental income
- Letter or statement showing receipt of military family allotments
- Letter or statement showing receipt of *regular* insurance or annuity payments (one-time payments are not considered)
- Letter or statement showing receipt of ongoing receipt of dividends, interest, net royalties, and/or periodic receipts from estates or trusts
- Letter or statement showing receipt of net gambling or lottery winnings

In the event that you have another source of income or are unable to secure any of the documents listed above please contact the program's Enrollment Coordinator for additional guidance

REQUIRED DOCUMENTS for ENROLLMENT continued...

3. Proof of Residency - TWO of the following *dated within the last 30 days*:

- Letter or statement from homeless services, school personnel or other service agency provider (if living in a shelter, scattered site, or other)
- Letter or statement from school
- Lease or rental agreement
- Property deed
- Mortgage Payment (must be recently dated)
- Rent Receipt (must be recently dated)
- Utility bill (must be recently dated)
- Bank statement (must be recently dated)
- A Letter from an Approved Government Agency* dated within the past 60 days

*Approved government agencies: Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.

In the event that you are living with others (family or friends) and/or are unable to secure any of the documents listed above please contact the program's Enrollment Coordinator for additional guidance

4. Photo Identification for Parent(s)/Guardian(s):

- Valid Driver's License
- Passport
- MA Identification Card
- Resident Card

5. Health/Nutrition:

- Your child's health insurance card and or health insurance member ID/policy number
- A copy of your child's immunization record
- A copy of your child's most recent physical exam
- A copy of your child's most recent dental exam
- A copy of your child's Individualized Family Service Plan (IFSP), Individual Education Plan (IEP), or any other record from Early Intervention, a Health Provider, or Behavioral Health provider if your child has any developmental or behavioral health concerns
- If your child has a chronic medical condition, allergy, medications, or medical assistive devices – additional documentation will be required

6. For those applying for a child in foster care:

- A court order or other legal or government-issued document (from the Court or the Department of Children and Families - DCF) demonstrating that the child is in foster care

7. Legal or Court documentation pertaining to the child

- Court documentation indicating legal / physical custody regarding the applying child
- Restraining order / Temporary Order of Protection

Please note that this list is for Early Head Start and Head Start only. If you are applying for an extended day subsidy/voucher, you will be asked to bring additional documentation to support household size and child's citizenship.