

Enrollment Requirements

Please contact the Early Learning Coalition to schedule an intake appointment. Choosing a child care provider will be a part of your interview process. If you need assistance with this choice, please contact our office at 561-514-3300 (or visit our website) for a custom list of providers based on you and your child's needs.

IDENTIFICATION	REQUIRED VERIFICATION
Identity of Parent	Driver's License or state issued identification card. If not available you need to provide two forms of identification that contain name and date of birth.
Date of Birth for Children	Birth Certificate, Shot Record, Baptismal Record, Insurance Policy issued within past two years, Passport or any legal document showing the child's date of birth.
U.S. Citizenship for Child	Proof of US Citizenship for the child is required. U.S. Birth certificate, Adoption papers, Evidence of U.S. Citizenship of at least one parent, Baptism certificate from the U.S., or Native American tribal document is required.
PURPOSE FOR CARE	REQUIRED VERIFICATION
Employed 20 hours per week minimum	Six (6) weeks of current, consecutive paystubs or an Employment/Income Verification form completed by the employer if paystubs are not issued . Self employed need to provide most current tax return including Schedule C or copy of verifiable, documentable business income and expenses for previous six months. Documentation of all income is required (i.e. 2 nd job, SSI or SSA, child support, etc.) Prior Year's Tax Return for Early Head Start applicants.
Student - Full Time	School Verification Form completed by the School Registrar or Training Coordinator. Must have 12 credit hours or 20 hours of classroom attendance in a Technical School.
Student Part Time and Employed	School Verification Form completed by the School Registrar or Training Coordinator. Employment/Income Verification Form completed by employer or six weeks of current consecutive paystubs. Must have minimum of 20 hours per week combined work and school.
Disability/Unearned Income	Copy of your federal disability letter showing the amount of monthly income and/or the enclosed Disability Verification Form. Copy of Award letter for SSA, SSI for child.
Relative Care Giver	Copy of Relative Care Giver award letter or TANF Child Only verification.
Income Worksheet	Required by State that parent complete both pages and sign the bottom of page 2. This is in addition to the employment and/or school verification required above.
OTHER REQUESTED INFORMATION	
Residency Verification	Proof of your current address (i.e. current utility bill, current lease agreement, current paystub, government document, property tax bill for current year). If your address is correct on your valid Driver's License then it will satisfy this requirement.
Social Security Card (copy)	Optional: Information is not shared with other databases and is only used to help determine right to information when Eligibility staff are contacted via phone for confidential client information.
Child Support Verification	Needed for every absent parent. Must be completed by the absent parent if child support received is not court ordered. Third party verification must be completed if child support is not received.
Terms & Conditions	Must be read and initialed for each paragraph – signature and date required at bottom of page two.
Certification of Civil Status	Complete this form if you are not living with your spouse, significant other, etc.
Family Needs Questionnaire	Used to determine if there are agencies that ELC can link the family with for additional services.

If you have additional questions, contact a Family Services Specialist at **(561) 514-3300**.