

# Mandatory Documents Needed for Enrollment

The following documents are **mandatory** for us to proceed with the enrollment process during your enrollment appointment or walk-in time. If possible, please have all documents printed beforehand.

**Family Income** All income documents that apply **must be dated and for the 30 days prior to the date of enrollment**. When both parents are working, we need proof of income for both parents. Income includes, but not limited to:

Paystubs (to equal 4 consecutive weeks)

Cash Aid Letter

Child Support

Disability Check Stubs/Letter

Unemployment Check Stubs/Letter

Verification letter from family/person

providing financial assistance. (They must be present at time of enrollment)

Notification of money received for the care of other children in the home (Foster)

Self Employed taxes from last year with Profit and Loss from Business (Schedule C)

**Family Address** Any one of the following documents is acceptable and **must be dated within 30 days of enrollment**.

Utility Bill (service to the house)

Paycheck Stub

Government Document

Any document that has gone through the Post Office

**Family Size** To establish family size we need proof of each child

# Documentos obligatorios necesarios para la inscripción

Para preceder con el proceso de inscripción, es **obligatorio** que presente los siguientes documentos durante su cita o si se presenta sin cita. Si es posible, favor de tener todos los documentos previamente impresos.

**Ingreso familiar** Todos los documentos de ingreso que puedan presentar deberán **estar fechados antes o dentro de los 30 días previous a la fecha de inscripción**. En caso de que ambos padres trabajen, se necesitará el