



**PLEASE READ THE INFORMATION BELOW
BEFORE BEGINNING THE APPLICATION
PROCESS.**

The following items are required for all Early Childhood applications for birth to 4-year-old programs. Please gather these items together **before** beginning the application process as these items are required to be uploaded in the application.

- Proof of Income
- Child's birth certificate or current passport or visa
- Parent/guardian's Louisiana driver's license or state-issued ID card
- Proof of residence in the parent/guardian's name
- Up-to-date Louisiana immunizations record
- Child's social security card

Examples of acceptable verification documents:

Proof of Income

- **Two (2) consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD** for the current year (within 2 months from the date of filling out this application.) **OR**
- An official letter from your employer stating all of the following: Where parent/guardian is employed, the hourly rate of pay, and the average number of hours' parent/guardian works per week. **OR**
- SNAP/Food Stamps – must include the child's name and valid effective dates. **OR**
- A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits. SSI benefits for any other household member must be accompanied by any other income documentation, if applicable. **OR**
- Current foster care placement agreement from DCFS. **OR**
- Families who claim zero income of any kind must submit a Statement of No Income form. **OR**
- Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, W-2 forms, check stubs, or applicable Department of Children and Family Services printouts to verify their income must submit a Declaration of Income for Irregular Employment form. **OR**

- Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) should have their status verified using the LEA-defined procedures for verifying homeless status. **OR**
- Other: 2019 tax documentation is allowable only if no other form of income verification documentation exists. Previous tax years are not allowed.

Proof of Age

- State-issued or foreign birth certificate or current passport or visa.
- Parent or guardian must be listed on the birth certificate.
- If person completing application is NOT listed on the birth certificate, court-issued custody papers or a Non-Legal Custodian Affidavit must be submitted.
- Note: All families completing an application for PreK must be 4 years old on or before September 30, 2020.

Proof of Residence

- Louisiana driver's license or State-issued ID card
AND one of the following:
- Current utility bill with the parent's name and address.
- Current lease or mortgage statement.
- If the parent and child live with a family member or friend, that person is to provide verification with a letter in addition to one of the above items.
- In a temporary living arrangement due to loss of housing or economic hardship (Verified by LEA) Homeless, McKinney-Veto.

For families experiencing homelessness and/or for families who speak a language other than English, please contact the appropriate departments below for assistance in completing the application.

| Department | Phone | Service |
|---------------------------|--------------|-----------------------------|
| McKinney-Vento | 318 603-6518 | Homeless Information |
| English Language Learners | 318 603-5657 | Language other than English |

Apply online at www.caddosmartstart.com

If you have trouble with the application process, please bring all of your documents to the parent help session at KEMS on Saturday, March 14th from 9-11 am.

Parents, we ask that you DO NOT bring children with you to the help session.