



When funding becomes available, School Readiness applicants will be required to submit the following information:

Proof of Residence:

- Current Proof of Residence (ex. JEA bill, Comcast, AT&T, Paystub, current food assistance benefit page, ID or Lease).
- Government issued ID (18+) (can't be expired).

If Employed:

- 4 Weeks of current, consecutive paystubs. (if paid weekly current 4 pay stubs, if paid bi-weekly current 2 pay stubs, if paid monthly 1 current pay stub, if paid semi-monthly current 2 pay stubs)
- New employment letter with date employment began, hours worked per week and pay rate. **(Please request an Employment Verification Form if needed).**
- Self-employed must have 4 weeks of business ledgers, business license and previous year tax return. **(Please request business ledger and self-employed form if needed).**
- Cash employed must have notarized verification, 4-weeks of current ledgers, a copy of employer's business license, previous year tax return along with 1099. **(Please request a business ledger and cash paid form if needed).**

If you are a student:

- Current school schedule (must verify the start/end dates and credits to be received for each class). **(You must be a full-time student or be participating in an educational activity such as attending college or trade school at least 20 hours per week if you are not employed).**
- Module courses/school must have status of enrollment letter.
- Online courses: parents must provide the syllabus for each online course.

Child's Information:

- Child's birth certificate (for all children living in the household) or current shot record along with child's Medicaid card.
- Child Support (if receiving).

Additional Income:

- Social Security Benefits. AWARD LETTER MUST BE CURRENT, CURRENT AWARD LETTER MUST VERIFY THE RECIPIENT(S), CLAIM NUMBER(S) AND THE AMOUNT RECEIVED).
- Child Support (receiving or not receiving for all children in the household).
- Cash Assistance (TANF, RCG)
- Food Stamps Print-Out
- Disability Benefits