

# Required Documents



## What you need to provide

If you qualify for Head Start or GSRP, you'll need to bring in some documents that are required by law. *You can save time by organizing these documents now!* Here is the list of documents you'll need to provide to the contact person listed on your acceptance letter:

**Proof of Income** - You will only need one of the following documents for proof of income:

- ▶ Recent pay stub from your job
- ▶ W-2 income form from your employer
- ▶ A tax return from the most recent tax year
- ▶ TANF (Temporary Assistance to Needy Families) statement
- ▶ Unemployment check stub or statement
- ▶ SSI check stub or monthly statement

**Proof of Residency** - Again, you will only need one of the following documents for proof of residency:

- ▶ Recent utility bill for your address (e.g., gas or electric)
- ▶ Rental agreement (if you are renting)
- ▶ Deed to your house (if you own your house)

**Proof of Age** - You will only need one of the following documents for proof of age:

- ▶ Birth certificate
- ▶ Passport
- ▶ Immigration record
- ▶ Baptismal certificate

**Proof of Child's Immunization Record** - This document should come from your child's doctor's office *or* the county health department where your child was immunized.

**Need help with immunizations?** Your local Public Health Department can help you make sure your child is properly immunized. Start by calling the Calhoun County Public Health Department at **(269) 969-6363** for assistance.

For more information about immunizations, income eligibility guidelines, language assistance and the application process for preschool tuition benefits, please visit us online at: [www.MyChildNeedsPreschool.com](http://www.MyChildNeedsPreschool.com). Or call us at: **(269) 660-1606, ext. 6141** from 7:30 a.m. to 3:30 p.m., Monday - Friday. Welcome!

**To learn more** how to apply for preschool benefits, please call us at: **(269) 660-1606, ext. 6141** from 7:30 a.m. to 3:30 p.m., Monday - Friday. You can also send your e-mail questions to: [info@MyChildNeedsPreschool.com](mailto:info@MyChildNeedsPreschool.com).

**Just one from each category**

**Start now & save time later!**

**Need help? Call our help line:**

**(269) 660-1606, ext. 6141**

