



DOCUMENTATION REQUIRED TO DETERMINE ELIGIBILITY

Rev. 08/15

In order to verify eligibility of your family and child for services, it will be necessary to provide information listed below and submit specific documents to be reviewed. This information will be reviewed during the initial **Intake Screening Review Appointment**. There will also be additional forms that we have either sent to you via e-mail or have provided to you in person that will also need to be submitted for review. If you have all required documents, staff will begin the enrollment process. **If there are any documents missing, this will require rescheduling until all required documents are presented.**

Section I: Initial Documents required to be submitted

- Birth Certificates of EACH CHILD below 18 years of age living in the home
- CHILD's Immunization (Shot) Record, including Tuberculosis (T.B.) Screening clearance, if your child is older than 2 years of age
- CHILD's current Physical
- CHILD's Health Insurance card
- Proof of residency in the state of California and Riverside County (i.e. current rental agreement; current utility bill, such as gas, water or electric bill)
- Copy of current California Identification or Driver's License of Parent or Legal Guardian of the child
- Copy of current California Identification or Driver's License of 'adults – 18 years or older who are authorized to pick up or take your child
- Copy of Cal-Fresh Documentation (If applicable)
- Cal-Works Documentation (If Applicable)

Section II: Documents that can be used for Family Income Eligibility and Need for Services (Full Day Services Only)

- Income documentation of one or more of the following (Must be within the past 30 days):
 - ☐ Paycheck stubs ☐ Child Support, Alimony ☐ Cal Work/TANF – NOA ☐ Unemployment
 - ☐ SSI ☐ SSI Disability ☐ If Foster Child Placement Documentation of placement/current monthly payment
 - ☐ Any other source of income

NOTE: If employed, you will be required to sign the “**Employer Verification form**” and provide a fax number of your Employer in order that the following are verified by your Employer: rate of pay inclusive of tips, bonuses, commission; days and hours worked; work location; and probability of employment and/or scheduled changes, if applicable.

✓ If Self Employed, you will need to provide one or more of the following:

- ☐ Tax Returns, with schedule C ☐ Profit and Loss Statement - Certified ☐ Business License (if applicable)
- ☐ Verification of Cash Payment in Lieu of Check (FORM PROVIDED) ☐ Other/Specify _____
- Training Verification – (Form Provided) Must be completed and certified by School/Institution where attending.
- Statement of Incapacity (Form Provided) Must be certified by attending physician.

Section III: Determining Family Size

- If child is a adopted or a Foster child, placement documentation and monthly grant documentations will be required
- If there is an Absent Parent, this will require verification of residence and/or other documentation that verifies he is not in the home:
 - ☐ Documentation of absent parent residence, i.e. utility bill; rental agreement, affidavit from absent parent;
 - ☐ Court Order, i.e. Child Support, Restraining Order

If you are called for an **Intake Screening Review Appointment**, staff will conduct an initial assessment via telephone to review and ensure you have all the necessary documents before scheduling your appointment. Please be advised, **if you do not contact a Screener within seven (7) days of the Intake Screening Interview your family information will remain on the Waiting List for a period of 30 days. Please call if you have any questions (951)845-3816.**