



Eligibility Requirement Checklist

Please return this page with your application and documentation.

Thank you for applying with the Hillsborough County Public Schools Head Start Program. In order to determine your child's eligibility, the items listed below must be provided along with your application. We accept applications throughout the school year for anyone who is interested in enrolling in the Hillsborough County Public Schools Head Start program. ***The completion of this form should not be considered a formal acceptance into the program, but one of the steps in completing the eligibility process.*** Please utilize the checklist below to ensure all required documentation is turned in so that your application is processed in a timely manner.

I. Age Verification

- Copy of Child's Birth Certificate or Passport

II. Proof of ALL HOUSEHOLD INCOME FOR PREVIOUS CALENDAR YEAR (2020) OR PAST TWELVE (12) MONTHS

- 2020 - 1040 Tax Return (pages 1 & 2)

III. Other Income (last twelve months' printout)

- TANF (*printout from DCF with amounts & dates received*)
- Child Support/Alimony Records
- Veteran's Benefits
- Financial Aid award letter
- Unemployment Compensation/Worker's Compensation (*Current unemployment letter of Eligibility*)
- Supplemental Security Income (SSI) Award Letter (*with full payment history for 2020 or the last 12 months*)
- Social Security Benefits (SSB) Award Letter Only (retirement or disability)

If you are claiming NO income, you must: 1) call IRS (1-800-829-1040) and request a Wage and Income Transcript 2) Submit a written letter explaining how your family's basic needs are being provided for.

IV. Proof of Hillsborough County Residence (*one of the following*)

- Florida Driver's License/ ID with current address
- Utility Bill or Pay Stub within the last 60 days
- Rental Agreement
- Military Orders

V. Other

- Proof of Legal Custody/Guardianship
- Food Stamps / Medicaid Eligibility Letter (Optional)

VI. Health documents needed for Enrollment.

- Physical Exam Form (within last year), with results for:
 - Lead and Hemoglobin Results
 - Height and Weight
 - Blood Pressure
 - Vision and Hearing Results
- Original up-to-date Florida Certificate of Immunization
- Proof of Dental Exam by Dentist within six (6) months
- Medicaid Card/Letter must be provided after your application has been determined eligible and approved for enrollment.

