

## Required Documents

After you have completed the online application, gather the following required documents to bring with you to your application interview.

**If you don't bring all required documents, your application interview will not be completed.**

### 1. Required Documents for **ALL children under the age of 5**

<input type="checkbox"/> <b>Current Shot Record</b>	Provide current immunization (shot) records
<input type="checkbox"/> <b>Proof of Birth</b>	<b>Provide one of the following:</b> <ul style="list-style-type: none"> <li>• State Issued Birth Certificate (<i>required for 4 year-old</i>)</li> <li>• Hospital Birth Record</li> <li>• Passport (U.S. or Foreign)</li> <li>• Refugee Documentation</li> </ul>
<input type="checkbox"/> <b>Well Child Physical</b>	Provide the most up-to-date physical exam
<input type="checkbox"/> <b>Health Insurance Card</b>	If your child has health insurance, please bring cards
<input type="checkbox"/> <b>IEP or IFSP</b>	If your child is disabled or requires special assistance, you must provide a copy of the IEP/IFSP

### 2. Required Documents for **your family**

<input type="checkbox"/> <b>Current Photo ID of the Parent or Legal Guardian</b>	<b>Provide one of the following:</b> <ul style="list-style-type: none"> <li>• State or government issued driver's license or photo ID</li> <li>• Resident ID card</li> <li>• Work permit</li> <li>• Current High School ID</li> </ul>
<input type="checkbox"/> <b>Proof of Current Address</b>	<b>Provide one of the following:</b> <ul style="list-style-type: none"> <li>• Current lease or mortgage agreement/statement</li> <li>• Utility bill dated within the last 2 months</li> <li>• Letter from a shelter</li> <li>• Proof of Address with Host Letter: if you are currently living with someone and you don't have a proof of address in your name, provide a proof of address with the name of the person who is hosting you and a signed letter from your host stating that you are currently living with them.</li> </ul>
<input type="checkbox"/> <b>Proof of Income</b> You must provide documentation of <b>ALL income your family received in the previous 12 months</b>	<ul style="list-style-type: none"> <li>• Current Federal Income Tax Return (State Tax Return Not Accepted)</li> <li>• SSI, TANF or OKDHS Childcare Subsidy (daycare)</li> </ul> <b>Other acceptable proofs of family income received in the previous 12 months:</b> W-2 from all employers. Most recent 30 days of pay stubs (from all employers) that include employee name, date of pay and income before deductions. Statement from employer that includes employee name, dates of employment, pay rate, pay frequency and employer contact information. Self-employed federal income tax return or accounting records. Social Security (SSA) award letter. Child Support Documentation: Court ordered or if voluntary or a letter from the parent providing support. Financial Aid Award Letter (college student).
<input type="checkbox"/> <b>Shared Custody</b>	If there is a shared custody arrangement, you must provide income documentation for the previous 12 months for <b>both parents</b>
<input type="checkbox"/> <b>Foster Placement or Custody/Guardianship Documentation</b>	If the child you are applying for is a foster child or if you have legal custody/guardianship, please provide official signed and dated legal documents for all children under the age of 5