

You will need to provide the following documents to determine your eligibility.

- **Identity:** Please upload to the portal one of these documents: Driver's License or a valid picture ID (must be government issued)
- **U.S. Citizenship:** The child must have one of the following uploaded:
 - U.S. birth certificate.
 - An original or certified copy of the child's U.S. birth record filed according to law with the appropriate public officer.
 - U.S. passport.
 - Lawfully admitted alien document* (e.g., Forms I-94, I-94A, I-197, I-551 and I-766) with non-U.S. passport. ***Note** – An individual does not qualify for federally funded benefits if the individual is in the U.S. for a limited time period, such as tourism or as a student, and plans to return to the individual's country of origin.
 - Certificate of U.S. citizenship or naturalization.
 - Documentation of the child's Medicaid eligible status, except Medicaid benefits received through the emergency medical assistance program as a non-citizen or non-qualified alien –
 - This includes the Medicaid-eligible checkbox marked "yes" by the referring agency on an At-Risk referral, CF-FSP 5002 (November 2012).
 - **Note** – The Child Care Application and Authorization Form for Certified Homeless Shelter or Domestic Violence Center Participants, Form DEL-DV/HM, is not acceptable documentation to verify citizenship.
 - **TCA/TCC referral** – The child's status as a TANF recipient, as shown on a child care authorization the referring agency submitted, is sufficient to establish the child's citizenship.
 - If no supporting documents listed above are available for a homeless child as defined in s. 1003.01, F.S., a coalition can accept a notarized statement from the child's parent or a homeless shelter to establish the child's citizenship.
- **Age Verification :** Please upload one of the following documents for each child living in your home which is needed to verify your child's age:
 - Original or certified copy of the child's birth record.
 - An original or certified copy of the child certificate of baptism or other religious record of the child's birth, with an affidavit stating that the certificate is true and correct.
 - An insurance policy on the child's life which has been in force for at least 2 years.
 - A passport or certificate of the child's arrival in the United States.
 - An immunization record signed by a public health officer or licensed practicing physician.
 - A valid military dependent identification card.
- **Proof of Residency: please upload one of the following documents to support residency.**
 - Government-issued document (e.g., a current property tax assessment, dated within 12 months of eligibility determination, showing a homestead exemption, a Florida driver's license, Florida identification card) or military order showing that the child's parent is a service member in the United States Armed Forces assigned to duty and residing in Florida when the child attends the SR Program (e.g., permanent change of station).
 - Current and signed residential rental agreement or receipt from rental payment dated within 12 months of the date the family submitted the child application.
 - Utility bill (electric, gas, water), cable, Internet or landline home phone bill dated within 12 months of the date the family submitted the child application.

- Pay stub from a current employer received within the last 12 months of the date the family submitted the child application.
 - For children identified in s. 1002.87, F.S., the child's status as a TANF recipient, as shown on a childcare authorization the referring agency submitted, is sufficient to establish the child's residency.
 - For children identified in s. 1002.81(1)(a)-(d), F.S., the child's Medicaid-eligible status, as shown on a childcare authorization the referring agency submitted, is sufficient to establish the child's residency.
 - If no supporting documents listed above are available, a coalition may accept a notarized statement (affidavit) from the child's parent and a letter from a landlord or property owner who confirms that the child resides at the address shown in the notarized statement. Parents must submit new documentation at each eligibility redetermination.
 - If no supporting documents listed above are available for a homeless child, as defined in s. 1003.01, F.S., a coalition shall document residency based on other supporting documents showing that the child is homeless and resides in Florida (e.g., letter from a shelter or a notarized statement from the child's parent).
- **Education/Academic Activity:** If you are currently enrolled in school, please upload one of the following documents
 - Current school schedule with your name on official school letterhead showing credit hours/classes
 - Proof of enrollment from an accredited educational institution.
- **Employment:** please upload the following as applicable:
 - 4 weeks of current and consecutive paystubs (paid weekly-4 paystubs, biweekly-2 paystubs, semi-monthly-2 paystubs, monthly-one stub)
 - Self-Employment
 - Business Account Ledgers
 - Written Documentation from customers or contractors
 - Federal tax returns
- **Earned/Unearned Income-**Please upload the following documents as applicable:
 - Proof of all earned/unearned income for the last 4 weeks (child support, alimony, social security, veterans' benefits, unemployment, or adoption subsidy's)
 - Social Security Letter must be dated for current year and give a description of the reason the income is awarded (disables child, dependent child, wage earner, survivor benefits)
 - Physician disability statement confirming the parent is exempted from work and in need of childcare services-must be dated and signed by the physician
 - If income such as child support or alimony is court ordered but not received, provide current documentation/printout confirming non-receipt.
 - Proof of relative caregiver/caretaker (TANF) funds-printout from DCF.
 - Self-Employment and cash payment jobs, please call the Coalition for assistance.
- **Additional Documents as they pertain to you.**
 - Proof of address for all absent parents (Please upload one of the requirement documents listed under Residency under additional documents) if not available, please upload a statement stating the name of the child, their absent parent's full name and last known address.