

APPLICATION CHECKLIST FOR FAMILIES

1. Age Document (REQUIRED):

- Birth Record/Certificate
- Hospital Record
- Hospital Certificate
- Certificate of Indian Blood (If applicable)

2. Proof of Income (REQUIRED for all parents/guardians in the household):

- Last Year's Income Tax Form 1040, 1040EZ, or 1040A
- Last Year's W-2 Form
- Most Recent Pay Stubs – One month's worth (2 = bi-weekly, 4 = weekly)
- Employer Statement – Including salary and frequency of pay, dated within past 6 months
- No Income – Self-Written Statement (for Head Start ONLY)
- Child Support Documentation Date within the past 6 months
- Social Security Benefits Award Letter Dated within the past 12 months

3. Proof of Categorical Eligibility (If applicable – bring at least one):

- Proof of Supplemental Security Income Award Letter dated within the past 12 months
- Proof of TANF or Cash Assistance Award Letter dated within the past 12 months
- Proof of Foster/Kinship Care

4. Health/Mental Health Records (REQUIRED for applicant):

- Immunization Records – Most recent
- Physical Exam Records – Well child visit
- Dental Exam Records
- IEP and/or Behavior/Treatment Plans

5. Proof of Residency (REQUIRED):

- Mortgage
- Rental Agreement
- Letter from Landlord/Owner
- Utility Bill (power, water, etc.)
- Statement of current living situation

6. Other Documents:

- Custody Orders (If applicable)

**YOU MUST PROVIDE ALL REQUIRED DOCUMENTS BEFORE YOUR APPLICATION WILL BE PROCESSED.
PLEASE CALL THE MAIN OFFICE TO SPEAK WITH A REPRESENTATIVE:**

MCIU HEAD START MAIN OFFICE: 484-868-9800
FAX: 844-213-1103

MCIU PRE-K COUNTS MAIN OFFICE: 484-868-9550
FAX: 844-828-4199