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

6. **Other Documents:**
   - [ ] Custody Orders (If applicable)

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**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