CAP Tulsa Early Childhood Programs
Required Documents Checklist

In order to complete your application interview, you will need to provide the required documents listed below. **If we have not received all of the required documents, your application interview will _not_ be completed.**

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

☐ **Current Shot Record**	Provide current immunization (shot) records	
☐ **Proof of Birth**	**Provide one of the following:**	
	• State Issued Birth Certificate *(required for 4 year-old)* • Hospital Birth Record	• Passport (U.S. or Foreign) • Refugee Documentation
☐ **Well Child Physical**	Provide the most up-to-date physical exam	
☐ **Health Insurance Card**	Provide a copy of your child's health insurance card, if applicable	
☐ **IEP or IFSP**	Provide a copy of the IEP/IFSP, if your child has a documented disabled or requires special assistance	

2. Required Documents for **your family**

☐ **Current Photo ID of the Parent or Legal Guardian**	**Provide one of the following:**	
	• State or government issued driver's license or photo ID • Resident ID card	• Work permit • Current High School ID
☐ **Proof of Current Address**	**Provide one of the following:** • Current lease or mortgage agreement/statement • Utility bill dated within the last 2 months • Letter from a shelter • 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.*	

☐ **Proof of Income**
 You must provide documentation of ALL income your family received in the previous 12 months
	• Current <u>Federal</u> Income Tax Return *(State Tax Return Not Accepted)*
	
	 Other acceptable proofs of <u>family income</u> received in the previous 12 months:
	 • W-2 from all employers for the previous year
	 • Pay stubs: (must include employee name, date of pay, and income before deductions)
	  o Current Employer(s): All pay stubs from the previous 30 days
	  o Previous Employer(s): Final pay stub from all previous employers in last 12 months
	 • Social Security (SSA) award letter
	 • Employer Letter: Statement from all current and previous employers that includes employee name, dates of employment, pay rate, pay frequency and employer contact information
	 • Child Support Documentation: Official court-order or if voluntary a letter from the parent providing support
	 • Financial Aid Award Letter (college student)	

☐ **Proof of Public Assistance**	• SNAP Award Letter/Documentation *(EBT Card is Not Accepted)* • SSI Award Letter/Documentation • TANF Award Letter/Documentation • OKDHS or Tribal Childcare Assistance Award Letter/Documentation o *Preference is given to families who receive childcare assistance*	
☐ **Foster Placement or Custody/Guardianship Documentation**	If the child you are applying for is a **foster child** or if you have a **legal custody/guardianship arrangement**, please provide the official signed and dated legal documents for all children under the age of 5.	