



Required Documents Clarification

(please be advised this document is front and back)

Valid ID (Drivers license)

*Address on ID must match proof of residency

2 Proofs of residency

*2 pieces of mail with your physical address (no P.O. Box) on it. Cannot be junk mail. Bills in the parent's name (light, gas, water, car insurance, home phone, etc).

*If you live with your parents or someone else and you don't have any bills in your name, then you must get a verification of residency form filled out. We have the form. You and the person you reside with will have to get the form notarized. Then you will return the form to the family education facilitator along with the bills in the persons' name that you live with.

Proof of income for 1 month

*If you get paid weekly — 4 of your current check stubs are required

*If you are paid bi-weekly — 2 of your current check stubs are required

*If you are paid monthly— 2 check stubs are required

*If you receive SNAP—your snap printout with the household members' names can be submitted along with your check stubs. (The applicant's name must be included in the household members)

*If you are unemployed you will have to complete a Statement of No income.

NOTE: Any adult (18 or older) listed on the household members page of the application **MUST** provide income documentation unless they are in school.

Birth Certificates

*Birth certificates are required. However, a birth letter can be accepted **temporarily** until an original birth certificate is provided. If you have lost your Birth Certificate, you can get a replacement the same day from the Iberville Parish Court House (Clerk of Court Office) for \$34.

Social Security Card

*A copy of the child's social security card is required but we can accept a legal document with the social security number identified until you receive an original card. (ie: tax paperwork)



Physical/Dental Forms

*Physical and dental forms are required. They are inside your packet. If you don't have one, it can be picked up from the school or can be printed from www.ibervilleearlychildhood.com, click coordinated enrollment. **NOTE:** 4-year-olds **must** have the Lead screener done when they get their physical/well-child exam. **PLEASE** make sure your dental form has a Date of Service in the required section of the form.

Insurance card

*A copy of your child's medical insurance card is required. If he/she is on the parent's private insurance, then a copy of the parent's card is needed. If you can't find your card, a Medicaid printout from the doctor's office can be accepted

Immunization/Shot Record

*A **signed** copy from the doctor's office is required. It **CANNOT** be a copy printed from MyChart.

***NOTE:** On the application under household members, add **ALL** members of the household. That includes the child's name that you are registering. Under "relationship to child", put Applicant. Indicate their relationship to the applicant, their date of birth, and whether they are employed or in school.

***Please turn in all documents at one time along with the application.**