

The Head Start Application Process

Submit with completed Joint Application:

Family Income: Each Parent's/Guardian's most current:

- ◆ W-2 forms or 1040 tax form
- ◆ 3 - 6 most recent paystubs
- ◆ Employment letter/statement

Also include the following if they apply to your family:

- ◆ TANF statement
- ◆ SNAP statement
- ◆ Child support statement/verification
- ◆ Proof of SSI: Original Letter

Proof of Residency: Parent/guardian must provide one of the following forms:

- ◆ Utility Company Statement (i.e. Water, Gas, and Electricity)
- ◆ Homeowner/Rental Insurance Policy
- ◆ Cable/Internet/Home Phone Statement
- ◆ Home Property Tax Bill
- ◆ Mortgage Verification
- ◆ Close of Escrow Verification
- ◆ Lease/Rental Agreement or Military Housing Letter (if providing a letter it must be on official stationery signed by your apartment manager/landlord or base housing manager)
- ◆ Benefit Letter (Social Services, Social Security, Division of Child Support Enforcement)

Most Recent Monthly Housing cost Statement Consisting of one of each:

- ◆ Rent/Mortgage payment
- ◆ VA Dominion Power Bill
- ◆ VA Natural Gas Bill
- ◆ Water Bill
- ◆ Lease with Signature Page

Documentation used for residence verification must include the parent/guardian's name and have the same address listed on the enrollment application.

The Head Start Application Process - continued

If you are called for an Intake Meeting, bring the items below with you:

Child's Original Birth Certificate: Bring original Birth Certificate

Up-to-Date Immunization Record: Signed by the Physician

Two Local Emergency Contacts: (other than parent/guardian) Must provide contacts name, address, phone numbers, and relationship to the child

Copies of Completed Physical and Dental Exams: Completed within the last 12 months, if available.

All paperwork must be complete in order for your application to be processed.

Please feel free to contact us at (757)890-3888, should you require any additional information or assistance.

Thank you for your cooperation.

