

PARENT IDENTITY

One document per parent or responsible adult is required:

- Florida Driver's License
- Valid Government Issued Photo ID

CHILD DOCUMENTATION

Age

Provide at least one of the following documents:

- Birth certificate or official birth record
- Religious birth record with notarized affidavit
- U.S. Passport
- Immunization record signed by a public health official or physician
- Valid military dependent ID
- Child life insurance policy (in effect for at least two years)
- Notarized affidavit with physician/public health certificate (if no other documentation is available)

U.S. Citizenship

Provide at least one of the following documents:

- U.S. birth certificate or certified birth record
- U.S. passport
- Certificate of citizenship or naturalization
- Lawfully admitted alien documentation (I-94, I-551, I-766, etc.)
- Proof of Medicaid eligibility (non-emergency Medicaid only)

FLORIDA RESIDENCY

Provide at least one of the following documents. It must include the parent's name, and full address.

- Lease agreement or mortgage statement
- Utility bill (electric, water, gas, cable, internet, landline)
- Florida driver's license or state ID
- Property tax statement
- Current paystub
- Notarized residency affidavit with landlord letter (if no other proof available)

PURPOSE FOR CARE

Based on your reason for care, please provide the required documents in the appropriate section.

Employment

- Most recent 4 weeks of paystubs
- Verification of Employment form
- If Self-Employed (view Self-Employment Guide):
 - Federal tax return
 - Client Attestation Form
 - Copy of Business License or Sunbiz Report
 - Verification of Self Employment Form

Education

- Official schedule for current semester
- School Verification Form

Exempt

- Social Security Disability Award Letter
- Licensed Physician Disability Statement
- Retirement income benefits from the U.S. Social Security Administrator

OTHER DOCUMENTS (IF APPLICABLE)

Income

- Child Support / Alimony / Adoption Subsidy
- Social Security award letter (current year)
- Unemployment / Veterans benefits / TANF
- Food Stamp Award Letter / Temporary cash assistance
- Worker's compensation benefits

Custody/Guardianship

If you are not the biological parent, please provide one of the following documents:

- Court order granting custody
- Power of Attorney from biological parent(s)

This guide is to assist parents with Self Employment documentation requirements for the School Readiness program.
*Additional documentation may be requested

BUSINESS OWNER

If the business has been established for at least one tax cycle:

- Copy of Business License or Sunbiz Report
- Parent's most recent full tax return, including a Schedule C to show business income and expenses.
- Client Attestation Form: Please state how many hours you work per week, your average monthly income, and when you started this employment.

New Business or taxes have not been filed:

- Copy of Business License or Sunbiz Report
- Verification of Self-Employment Form: Must list year to date montly gross income and expenses as applicable.

INDEPENDENT CONTRACOR (1099)

If your employer is available to submit documentation:

- Verification of Employment Form: Must be completed by your employer.
- If paystubs or checks are received, please provide the most recent 4 weeks of paystubs.

If you do not have an employer, or you are responsible of tracking your own hours and income:

- Verification of Self Employment Form
- Copy of most recent 1099 IRS Form

CASUAL LABOR

Casual Labor consists of side jobs paid in cash or check in which the parent does not own a business, or receive a 1099.

- Verification of Self Employment Form
- Copies of any checks or payment documentation received in the last 4 weeks. Ex. Invoices, money orders, checks, etc.

APP EMPLOYMENT (DOORDASH, INSTACART, UBER)

If you have filed a tax return for this employment:

- Copy of most recent tax return and/or 1099 IRS Form
- Screenshots from the APP to show Account Summary or Page to include parent name.
- Client Attestation Form: Please state how many hours you work per week, your average monthly income, and when you started this employment.

If you have not filed taxes for this employment:

- Verification of Self Employment Form
- Screenshots from the app that show Account Summary or Page to include parent name.
- Screenshots that show most recent 4 weeks of hours and gross income.