

ELIGIBILITY DOCUMENTATION CHECKLIST

FOR STAFF ONLY

Student's Name: _____ Date: _____

Proof of :	Circle Documents Received <i>(FOR STAFF ONLY)</i>	Received <i>(For Staff Only)</i>
ABCD Universal Intake	INTAKE HAS 2 PAGES	<input type="checkbox"/> Yes <input type="checkbox"/> No
Age	<ul style="list-style-type: none"> • Birth Certificate • U.S. Passport • Drivers License 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Citizenship	<ul style="list-style-type: none"> • U.S. Birth Certificate • U.S. Hospital Record of Birth • U.S. Passport • Unexpired Alien Registration Card 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Eligibility	Social Security Card (cannot say "not valid for employment".) AND proof of Citizenship	<input type="checkbox"/> Yes <input type="checkbox"/> No
Selective Service	<ul style="list-style-type: none"> ▪ Selective Service Online Verification (printout) ▪ Selective Service Registration Acknowledgement Card 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Size (MUST PRESENT ONE FOR EACH FAMILY MEMBER)	<ul style="list-style-type: none"> ▪ Birth Certificates ▪ Health Insurance Cards ▪ Lease or Landlord Statement (must have all family members listed on it) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Address (MUST BE RECENT)	<ul style="list-style-type: none"> ▪ Utility Bill ▪ Postmarked letter within the last 6 months in your name or family member listed on application. ▪ Updated Lease with address listed. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed CORI	Must be signed by applicant. If applicant is under 18, it must be signed by parent/guardian.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Size Worksheet	Completed and signed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grievance Form		<input type="checkbox"/> Yes <input type="checkbox"/> No
Media Release Form	Completed and signed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consent From		<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Court Involvement/ At Risk		<input type="checkbox"/> Yes <input type="checkbox"/> No
W-9	Signed and Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
TABE Test		<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Income for all family members 18 and older	<p>All income must be noted on application and dated within the past 6 months.</p> <ul style="list-style-type: none"> *Paystubs *Employer Statement/Letter *Unemployment *Social Security *Bank Statements (Direct Deposits) *Housing Authority Verification *TAFDC *Other Government Benefits letter 	<input type="checkbox"/> Yes <input type="checkbox"/> No

WE NEED TO DOCUMENT EVERYTHING. *FOOD STAMPS,* LEAGAL GUARDIANSHIP, * COURT OR DYS INVOLVED, *DISABILITY, *FOSTER CARE, ETC.