

CHOCTAW NATION HEADSTART CHILD APPLICATION INSTRUCTIONS

Application does not guarantee acceptance/enrollment. Selection is based on a point system, not first come first serve basis.

Applicant will be placed on a waiting list until an available slot opens. You will be contacted as soon as a slot is available either by phone, mail or a visit to your home.

1. Read application carefully and complete all questions.
2. Do not send original documents other than the application
3. If you have "Dual or 50/50 Custody" of applying child, income documents and household members list will be needed from both bio-parents.
4. Parents who have SSI or TANF do not need to include additional income.
5. * **What documents are required to apply?** (To avoid possible delays, attach all that apply, if possible.)
 - The application
 - A copy of the child's state, county, city or hospital birth certificate (state certificate preferred)
 - A copy of the child's most recent immunization record
 - If applicable, a copy of the Child's CDIB card or parent's CDIB. (If using parent's CDIB, a birth certificate with parents name stated is also required.)
 - Other Legal Documents (Examples: Foster Care Placement agreement, guardianship document, other court documents regarding custody)
6. **How do I report my income?**

Definition of income time period is: The last 12 months (12 months back from the today's date) **OR** The last 12 calendar months (Jan – Dec 2018) whichever is to the benefit of the family. (Note: If two parents work, parent's income must be reported for the same time period)

 - **Preferred Document:** FEDERAL1040 Tax Form, page 1 & 2 only with page 2 signed (2018)
Or one of the following:
 - **Preferred Document :** W-2 Forms (2018) or 1099-Misc Forms for all job in 2018
 - **CHECK STUBS**, please also complete the attached form, "12 Month Statement" and send 3-4 consecutive check stubs. You will need to provide one per working adult when using check stubs.
 - **Supplemental Security Income:** SSI Documentation (for applicant, parent, or sibling living in same household as applying child.)
 - **Social Security Benefit Document:** (SSA, SSDI, SSA-Death Benefit, etc., Parent, or Child)
 - **TANF** Documentation
 - **Unemployment Weekly Benefits Statement** This must list your name, weekly benefits amount and show the time benefits were received.
 - **Written Statements from Employer:** Employer statements must include wage amount, number of hours worked per pay period, how often you are paid, your beginning and end dates of your employment. The employer statement must be signed and dated by an authorized company representative's. The person signing for the company needs to include their position and a contact number for verification.
 - Last 12 Months or 12 calendar months of Child Support payments, even if \$0 received. Payments should be reported for the same months as income is reported, if applicable.
7. **NO Income or Limited Income?**
 - Fill out the DONLI (Document of No or Limited Income) form.
 - No income at all? Fill out Option 1,
 - Limited or irregular income? Fill out Option 2.
 - Both options require a verifying third-party to complete "Required Section 3."
8. ****Homeless?** Please read the definition of homeless and if you feel you qualify, then fill out the housing questionnaire attached.

*Not all documents requested may be required for application under certain hardship situations.

**Please call number below regarding hardship situations or if certain documents requested cannot be located.

Return application and required documents to your local center or mail to: Choctaw Nation Head Start, P.O. Box 1210, Durant, Ok 74702-1210, Attn: ERSEA/Judy Johnson.

Do you have further questions on how to fill out the application? Call 1-800-522-6170, ext. 2219 or contact your local center.

Contact Person: _____ Center's Phone: _____