

IMPORTANT NOTE: Please bring all required documents to your appointment. If you fail to provide all necessary documentation at the time of your appointment, your application may be inactivated, and you may have to reapply for services.

You must choose a child care provider before coming to your appointment. It is your responsibility to verify space with your child care provider in advance. Contact us at 850-983-5313 if you need assistance in finding a child care provider, or you can fill out a Child Care Resource & Referral form online at www.elcsantarosa.org.

Identification	Required Documents
Parent/Legal Guardian	Current Driver's License or other Government issued identification card and a copy of the child's birth certificate which includes the parent's name, a court order, a valid DCF for Workforce Child Care Authorization referral, documentation the applicant is receiving RCG or TANF benefits for the child, an affidavit sworn to or affirmed by the child's parent, or official school records
Date of Birth for Child(ren)	Birth certificate, current immunization record, life insurance policy that has been in force for at least two years, passport, or current military dependent identification card
U. S. Citizenship for Child(ren)	U.S. birth certificate, U.S. passport, lawfully admitted alien document, citizenship or naturalization certificate
Santa Rosa County Residency	Current Florida driver's license or Florida identification, signed and dated lease agreement, utility, cable, or internet bill within the last 12 months showing service address, pay stub received within the last 12 months, or military order
Purpose for Care	Required Documents
Employed 20 hours per week minimum	<ul style="list-style-type: none"> • If you are paid monthly – we need your (1) most recent pay stubs • If you are paid semi-monthly – we need your two (2) most recent pay stubs • If you are paid bi-weekly – we need your two (2) most recent pay stubs • If you are paid weekly – we need your four (4) most recent pay stubs. • If you have a new job please have your employer complete and sign our Verification of Employment form • If self employed, you will need your most recent completed tax return to include Schedule C, and most recent business records including income and work hours for the last 4 consecutive weeks
Student Full-time & Part-time	An official current school schedule from an Accredited School. The schedule must be for a GED, technical or vocational, an associate of arts/science, or bachelor of arts/science program. You must be scheduled for a minimum of 12 credit hours to be considered full-time. If you are a part-time student, you must have a minimum of 20 hours per week of work and school combined. If working, please bring four weeks of current consecutive paystubs.
Disability	Current award letter showing receipt of SSA/SSI or disability verification form completed by the physician
Other Requested Information	Required Documents
Other earned/unearned Income	Current verification is needed for Child Support received, Alimony, Food Stamps, Housing Assistance, 2 nd job, Unemployment compensation, Relative Care Giver payments, and TANF/Cash Assistance

Thank you for your interest in our services. We look forward to seeing you!
Milton Office: 983-5313 Gulf Breeze Office: 916-5422