

Required Documents Check List

Child Enrollment Form

- Completed and signed
- City of Seattle Child Care Subsidy Addendum Page (If applying for City subsidy)

Parent/Guardian Consent Form

- Initial
- Signed by parent

Documentation of household income

For Step Ahead Subsidy:

- Most recent paycheck stubs which cover **3 full month's** wages for **all** adults living in household
- Six Month Payment History from the **Office of Child Support**
- Proof of income received from other source (e.g. statement from SSI, unemployment benefits etc)
- Self-employed parent - Please provide a Self-Employed Income and Expense Record (6 month record and 1 month receipts).

2 different address verification and copy of ID/Driver's License

Provide one current documents showing your name and address.

- Utility Bills – Current (gas, electricity, water, garbage, Landline telephone)
- Mortgage Documents
- Homeowners/Renters Insurance (Policy or invoice)

OR

*If you **DO NOT HAVE** one of the above documents, please provide two of the following documents showing your name and address.*

- Lease Agreement
- Paycheck stubs
- Drivers License
- Government Paperwork (Social Security/IRS/DSHS)
- Business mail (Bank Statements, Car Insurance, Cable bills and Medical Bills/Insurance)

Certificate of Immunization

- Verified

Birth Date Verification

- Birth Certificate
- Passport
- Immunization record showing Child's DOB
- Baptismal Certificate
- Certificate of Naturalization
- Certificate of live Birth
- Statutory Declaration (For Homeless)