

## File Set Up

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Site/Classroom/FE: \_\_\_\_\_

	<b>Enrollment- Gray</b>
	File Set up Form
	Child Application Signed
	Head Start Eligibility Verification Form Signed
	Copy of Income (pay stubs, SSI, Tax returns, statement of no income, TANF statement)
	Birth Certificate/Passport/Social Security Card/ i-94
	Internal Transition Form (if applicable)
	Enrollment Activity Sheet
	Permission for services
	<b>Education-Red</b>
	Home based Home Visit-Socialization Plan <b>FE Only</b>
	<b>Health and Nutrition- Blue</b>
	Child Health Passport (Sent home at the end of the year)
	<b>Family Services- Green</b>
	Parent Agreement/Home Based Parent Agreement
	Confidentiality Statement
	Subsidy Releases (if applicable)
	Family Development Plan Goal Sheet
	Divorce/Custody/Protection Order (also uploaded and attached to emergency card)
	Family Assessment Questionnaire
	Family Outcomes Assessment
	Family Partnership Goal
	Emergency and Safety Checklist
	Family Circle Activity