File Set Up

Child’s Name:

DOB:

Site/Classroom/FE:

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|  | **Enrollment- Gray** |
|  | 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 |
|  | **Education-Red** |
|  | Home based Home Visit-Socialization Plan **FE Only** |
|  | **Health and Nutrition- Blue** |
|  | Child Health Passport (Sent home at the end of the year) |
|  | **Family Services- Green** |
|  | Parent Agreement/Home Based Parent Agreement |
|  | Confidentiality Statement |
|  | Subsidy Releases (if applicable) |
|  | Divorce/Custody/Protection Order (also uploaded and attached to emergency card) |
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