

Eugene Brucker Education Center
2441 Cardinal Lane, Building L
San Diego, CA 92123
(858) 496-8317 Fax (858) 627-7373

Fax

To CDC Clerk:

From Employee Name and Site:

Fax: 858-627-7373

Page(s):

Re: New Child Enrollment for this child

Date:

Is this Child Head Start Eligible: Yes/ No **Was the Application reviewed by a FSS:** Yes / No

Please Mark box to ensure documents are included in fax:

- Copy of Birth Certificate(s) for all children in household
- Income Verification for the month preceding the enrollment:
 - ✓ Payroll Check Stub (MUST have employer's name and pay dates listed on document)
 - ✓ Verification of Employment (MUST be completed by employer)
 - ✓ Letter from Employer (if applicable)
 - ✓ Self-Declaration of Income (if applicable)
 - ✓ Self-Declaration of Need (if applicable)
- Single Status Proof
 - ✓ Divorce Decree
 - ✓ Proof that request for Child Support has been filed, or that you have filed to decline child support
 - ✓ Rental Agreement
 - ✓ Utility Bills for the residence of the family, indicating Parent is responsible party
- Verification form stamped by School Registrar (if applicable) / Training Verification
- Statement of Incapacity
- PK-12 Enrollment form (both sides)
- Child Care Data Collection form
- Seeking Employment
- Parent Release form for all parents listed on the application
- Proof of Residency in California