



# Begin the Journey!



## WHAT TO BRING:

Original & 2 Copies of All Documents Needed for Enrollment

### 2 Forms of Proof of Residence

- Lease agreement in the parent/guardian name
- Mortgage statement in the parent/guardian name
- Parent/guardian driver's license
- MLGW or telephone bill
- Any governmental or official court documents with parent/ guardian name and address (WIC, Families First, child support, etc.)

\* *If proof of residence is not in the parent's/guardian's name, a notarized Shared Residence Affidavit must be submitted*

\* *If lessor/homeowner does not reside in the home, a notarized letter from the lessor/homeowner must be submitted stating they do not live there.*

### Child's Physical & Immunizations

- Must be current within the last 12 months
- Must be valid – signed or stamped by doctor/clinic
- Please bring the take-home report or Well Child printout if it is available from the doctor/clinic.

### Child Identification

- Child's social security card
- Child's birth certificate

### Child's Dental Exam

- Bring record of the child's dental exam (within the last 12 months) signed by the dentist/clinic that performed the exam

### Proof of Income

(\*All members of the household)

- Check stubs with year-to-date income for 12 months
- 2017 W-2 form
- 2017 income tax returns
- Letter of termination of employment
- Unemployment eligibility
- Federal assistance eligibility letters, such as Families First/TANF, SSI
- Child support, retirement verification, notarized letter from employer

For Screening Dates, Locations & More Info:

Division of Early Childhood, 130 Flicker Street, Memphis TN 38104

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