

Early Head Start Child Care Partnership 2021-2022 School Year

Thank you for your interest in the LSUHSC Early Head Start Child Care Partnership Program. We are a federally funded program that works with families of children ages birth to three (3) years old. If you believe that you may qualify to participate in our program, please complete one of our applications and provide the following documentation:

For the child:

- Birth certificate (or live birth letter if under 2 months)
- Social Security Card
- Immunization records (must be up to date)
- Health Insurance or Medicaid card
- WIC Voucher (if applicable)
- Proof of Guardianship (if applicable)
- Early Steps Individualized Family Services Plan (IFSP) (if applicable)

For the parent/family:

- Copy of photo ID
- Proof of income – **WE WILL NEED TO VERIFY 12 MONTHS OF INCOME**

(May 2020-April 2021) 12 months

12 Months Examples:

- 2020 W-2 will account for 8 months & check stubs for January 2021-April 2021= 12 months. (or)
- Check stubs for May 2020 – April 2021= 12 months check stubs (or)
- If unemployed for 12 months please inform LSU staff so that a declaration of no income can be completed. (or)
- If unemployed during the 12 months please indicate which months you were unemployed and provide income for the remainder of the months.

Income Documents Accepted:

- o Letter from employer (hourly wage, average hours per week)
- o 2020 1040 Tax return or 2020 W-2
- o Check stubs
- o Social Security Award Letter
- Child Care Assistance Program (CCAP) documentation (if you are receiving CCAP or on the CCAP Waiting List Please let LSU staff know)
Child Care Assistant is available for parents who work at least 20 hours a week or attending school full time. If you think you qualify for Child Care Assistance please let the LSU staff assist you in completing the application.
- SSI documentation (if applicable)
- FITAP or TANF documentation (if applicable)
- SNAP documentation (if applicable)

All documentation can be submitted via fax (504-556-7501), email (lsuehs@lsuhsc.edu) or take a clear picture of the documents and text to 504-232-4234 please include the child's name in the text.