

# Applying for Government Assistance? **These documents are required for enrollment.**



Families may qualify for free childcare or reduced fees. Qualification is based on need, family size, and/or income. Final eligibility is based on proof of income and the following documents submitted in the enrollment process.

Below is a list of documents that are only required for families seeking subsidized care. If you plan to enroll with subsidy assistance, please submit these documents to an enrollment specialist within 10 days. Failure to provide documents will delay enrollment and could result in being waitlisted.

## FAMILY DOCUMENTS (mandatory)

### IMMUNIZATION CARD

(Infant, Toddler, and Preschool students only. Original or Copy)



Immunization Card

### BIRTH CERTIFICATE

- OR documentation that shows parent/child relationship (school records, medical records, adoption records, etc.)
- For **ALL** children under the age of 18 in the household
- For **Foster care**, provide proof of legal non-notarized court/placement documents



Birth Certificate

### CURRENT PROOF OF ADDRESS (1)

(Ex. Utility bill, OR Driver's License, OR Housing Lease)



Utility Bill



Housing Lease



Driver's License

### Not sure if you qualify?

Check your income with the fee sheets below.



[Preschool](#)

[School Age](#)

## PROOF OF FINANCIAL NEED

The following list will help you determine documents needed for enrollment. Documents need to be submitted for each parent/guardian in the household to all categories that apply. For example, parents may be employed AND seeking housing, or one parent may be seeking employment AND receiving alimony and must declare income. Be sure to fill out all documents for all categories that apply.

### ARE YOU EMPLOYED?

#### [EMPLOYMENT VERIFICATION FORM](#)

PAY STUBS (for past 30 days)

- Weekly pay - 4 check stubs
- Bi-weekly pay - 2 check stubs
- Monthly pay - 1 check stub
- Twice per month- 2 check stubs

### ARE YOU INCAPACITATED?

#### [INCAPACITY CCD27 FORM](#)

### ARE YOU SEEKING EMPLOYMENT?

#### [SEEKING EMPLOYMENT FORM](#)

### ARE YOU SEEKING HOUSING?

#### [SEEKING HOUSING FORM](#)

### ARE YOU ENROLLED IN TRAINING/VOCATIONAL SCHOOL?

#### [TRAINING VERIFICATION FORM](#)

### ARE YOU SELF-EMPLOYED AND/OR SEEKING OTHER INCOME?

#### [INCOME AND EXPENSES SUMMARY](#)

#### [SELF-EMPLOYED DECLARATION FORM](#)

#### [JOB LOG](#) (if self-employed)

### DOES YOUR CHILD HAVE A SPECIAL NEED?

Copy of [INDIVIDUALIZED EDUCATION PLAN \(IEP\)](#)  
or Individualized Family Service Plan (IFSP)

#### [SELF-CERTIFIED INCOME FORM](#)

### WOULD YOU LIKE TO SELF-REPORT YOUR INCOME INSTEAD OR DO YOU HAVE OTHER INCOME TO REPORT?

#### [SELF-CERTIFIED ZERO INCOME FORM](#)

#### [SELF-CERTIFIED SUPPORT ASSISTANCE BENEFITS FORM](#)

#### [SELF-CERTIFIED MONTHLY PAYOUT FORM](#)



### Have Questions?

Please contact your Enrollment Specialist or a  
Customer Service representative.

**CALL:** 1(800) 763-1731

**TEXT:** 1(408) 763-4203

**EMAIL:** [customerservice@catalystfamily.org](mailto:customerservice@catalystfamily.org)