 **COMPLETION MEMO**

**CHILD’S NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PARENT’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROGRAM**

In order to complete your child’s application for Early Head Start/Head Start/GSRP consideration, we must have the following documentation. Without this information your child cannot be placed on a prioritized waiting list and **will not be considered for placement in a classroom**.

For your convenience this may be:

**Mailed to:**

**Faxed to:**

**Text Images to:**

**E-mail to:**

**Dropped off at:**

Child’s Official Immunization Record/Waiver if immunizations are not complete at time of application.

\_\_\_\_

Proof of Income for the last 12 months, check all that apply.

\_\_\_\_

|  |  |
| --- | --- |
| * 2022 Federal Tax Return, W-2's, or Last 4 weeks of current paycheck stub’s | * Child Support Documentation   \*For all children in the home |
| * MDHHS Cash Assistance (FIP), SNAP | * Third Party Document |
| * Disability, Social Security or SSI | * Unemployment |
| * College Grants and Scholarships | * Foster Care Stipend and/or Documentation |

Copy of Child’s Birth Certificate or proof of age.

*\_\_\_\_*

Other Information:

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To be completed and sent with family after recruitment appointment for any missing documents.

3/2023 EHS-HS Team\Admin\Procedure Manual\ERSEA\Completion Memo