

Family Portal Application Guidance

New users- Never created an account or received school readiness or VPK services will create the account and complete a SR waitlist application, uploading their signed/dated CCAA received from the referring agency when prompted by the application. Once the application is submitted and we receive the referral via fax we will send a funding notification and place the household in a Pending Update status. We will contact the client so they can complete the eligibility wizard and upload all supporting documents for processing and enrollment.

Inactivated users- No longer receiving school readiness services or VPK services but have a username/account already in the system will log into the account and complete a SR waitlist application, uploading their signed/dated CCAA received from the referring agency when prompted by the application. Once the application is submitted and we receive the referral via fax we will send a funding notification and place the household in a Pending Update status. We will contact the client so they can complete the eligibility wizard and upload all supporting documents for processing and enrollment.

Returning active users- Currently receiving school readiness or VPK services need to contact the coalition to be placed in a Pending Update status once we receive the referral via fax. We will contact the client so they can complete the eligibility wizard and upload all supporting documents and updated referral for processing and enrollment.

The main thing is the client indicates they have a CCAA on the application when asked.

The below documents is what the client will need to gather in order to complete the Eligibility Wizard successfully before submitting.

<https://familyservices.floridaearlylearning.com/Account/Login>

Acceptable Documentation for each section of the Eligibility Verification Wizard:

Household-

Copy of current Florida Driver's License or Government issued Picture ID

Proof of residence: Utility bill (electric, gas, water), cable, internet, landline phone bill dated within 12 months of the date the child application is submitted, Pay stub from a current employer, or current lease agreement.

Proof of Age: Birth Certificate or An immunization record signed by a public health officer or licensed practicing physician, certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by an affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent.

Proof of Citizenship: U.S birth certificate, U.S. passport, An original or certified copy of the child's U.S. birth record filed according to law with the appropriate public officer, Lawfully admitted alien document (e.g. Forms I-94, I-94A, I-197, I-551 & I-766) with non-U.S. passport.

Employment-

4 weeks of current and consecutive pay stubs (if paid **weekly** = 4 stubs, **bi-weekly** = 2 pay stubs, **semi-monthly** = 2 pay stubs, or **monthly** = 1 pay stubs), OR

A typed letter from your employer on company letterhead signed and dated. The letter must state the date of hire, the number of hours worked weekly, hourly pay rate, pay frequency, and a name and contact phone number of the employer, or signed employment contract, or Verification of Employment (VOE: **to be filled out by employer, attached**).

Self-employed individuals (copy of business license, copy of your most recent year income tax record to reflect current earnings and copy of business logs including dates, hours worked and income, income provided via copies of client payments)

School/Training-

Verification of full or part-time student status (e.g., official letter from Registrar's Office written on the school's letterhead stating your status AND your class schedule)

Other Income-

Food stamps or any other earned and unearned income (*includes social security award letters, TANF, unemployment, etc....*).

Alimony and Child Support-

Documentation of child support and or alimony (Absent parents written statement, Child Support print out, or Early Learning Coalition Child Support Form *attached*)

Supporting Documentation-

Divorce Decree, Adoption paperwork, court documents