**Potential Documents to Verify ECEAP Eligibility** Revised July 2017

**Age Verification (Bring one)**

* Adoption papers
* Birth certificate
* Child Profile
* Court documents
* Foster care authorization letter
* Government document with birth date
* IEP (Individualized Education Program)
* Immunization record (CIS or online Child Profile)
* Medical card or records
* Medical record of birth
* Passport or visa
* Paternity affidavit
* Permanent resident (“green”) card
* School records
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Guardianship – if not biological parent (Bring one)**

* Adoption papers
* Benefits letter showing guardian receives benefit on behalf of the child (TANF, food stamps, etc.)
* Birth certificate
* Court order
* Foster care record
* Guardian’s income tax return listing child (1040)
* In loco parentis
* Insurance documents stating the relationship
* Legal will, describing the relationship
* Letter from social worker, school personnel, lawyer, religious leader, or mental health professional
* Passport or visa
* Records from DSHS that show guardian as contact for the child
* Records from school, hospital, clinic, other public health, or social service agency
* Written agreement signed and dated by parent and person assuming custodial responsibility
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Size (Bring one)**

* Benefits letter (TANF, SSI, etc.)
* Court or legal document
* Foster care grant
* Rental/Housing Document
* Provider One website
* School records
* Tax records from previous year (1040)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Income (Bring all that apply)**

* Benefits letter
* Child support order
	+ For support paid, also view receipts, copy of canceled checks or pay stub showing deduction.
* College financial aid award letter, and college tuition and fees
* Foster care authorization letter
* Military Leave and Earnings Statements
* Pay stubs for 12 months
* Retirement payment statement
* Self employment income statement (IRS Form 1099 or Form K-1 )
* Social Security (OASI or SSDI) statement
* Spousal maintenance (“alimony”) award letter, court order, DCS statement, copy of check, or signed statement from payer.
* Supplemental Security (SSI) statement
* TANF (Temporary Assistance for Needy Families) award letter
* Tax records from previous year (1040)
* Unemployment Insurance
* W-2 form from previous year (IRS)
* Worker’s Compensation (L&I)
* Tribal Income (taxable)
* Written statement from employer, as last resort
* Written statement from parent, as last resort
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_