



## Polk County Schools Head Start Program 2011-2012



The Head Start program promotes school readiness by enhancing the social and cognitive development of children. The involvement of parents in the Head Start program is essential to the child's success.

The program serves children ages 3 and 4, including children with disabilities.

**Age Eligibility:** Child(ren) must be 3 yrs. old by 09/01/11, DOB: 09/02/07 to 09/01/08  
Child(ren) must be 4 yrs. old by 09/01/11, DOB: 09/02/06 to 09/01/07

Applications will not be accepted or processed without copies of the following documentation attached:

- Child's Certified Birth Certificate (hospital birth records are not accepted)
  - Social Security cards for **all** family members. If any family members do not have a Social Security card, documentation such as Birth Certificate, driver's license, photo ID card, work permit, etc. may be submitted.
  - Proof of residence such as utility bill (electric, gas, phone, cable, water) mortgage or lease document, voter ID, etc. (must live in Polk County)
  - Verification of all family income (Parent or Guardian) for the past 12 months such as:
    - ✓ 2010 Income Tax form (1040, 1040A, W-2, 1099, etc.)
    - ✓ Check Stubs (12 consecutive months)
    - ✓ 2010 Award letter for all Social Security benefits (SSI, SSA, etc.)
    - ✓ Child Support - Total Distribution (12 consecutive months) from Clerk of Courts
    - ✓ Unemployment Compensation – current unemployment Letter of Eligibility
    - ✓ TANF (Cash Assistance) – computer printout from Department of Children & Families
    - ✓ Statement from Employer - on letter head that include date of hire, pay rate, number of work hours per week, verification signature & date.
    - ✓ If your income changed for 2010, submit 12 consecutive months of documentation for verification.
- **If you are claiming NO income, you must attach a document with the financial support amount from the person supporting your family. In some cases, we may need the official income of the person supporting your family.**



### IMPORTANT INFORMATION

If your child is accepted into a Polk County Schools Head Start Program, you will be required to present the following health documents:

- Immunization Record (Form DH 680)
- School Physical Exam (dated within the past 12 months)
- Lead Screening & Hemoglobin test results
- If your child has a food allergy, a Diet Modification Form is required.

For more information, please call 863-648-3051. Ask for HEAD START.

Mail application to: PCS Head Start Program / Woodlake Center  
3425 New Jersey Road • Lakeland, Florida 33803