

ECEAP Eligibility Verification Documents

Contractors must verify ECEAP eligibility before enrollment, including child's age, parent or guardian's legal authority to enroll, family size, family income, previous enrollment, and enrollment or eligibility for enrollment in a Federally Recognized Tribe.

Age Verification: (Bring one)

- | | |
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| <input type="checkbox"/> Adoption papers | <input type="checkbox"/> Medical record of birth |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Passport or Visa |
| <input type="checkbox"/> Child Profile | <input type="checkbox"/> Paternity affidavit |
| <input type="checkbox"/> Court documents | <input type="checkbox"/> Permanent Resident Card (Green Card) |
| <input type="checkbox"/> Foster care authorization letter | <input type="checkbox"/> Refugee agency document with birth date |
| <input type="checkbox"/> Government document with birth date | <input type="checkbox"/> Religious record |
| <input type="checkbox"/> IEP (Individualized Education Program) | <input type="checkbox"/> School records |
| <input type="checkbox"/> Hospital Record | <input type="checkbox"/> Tribal form |
| <input type="checkbox"/> Immunization record (CIS or online Child Profile) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Medical card or records | |

Legal Guardianship/Authority to Enroll: (Bring one)

- | | |
|---|---|
| <input type="checkbox"/> Adoption papers | <input type="checkbox"/> Letter from social worker, school personnel, lawyer, religious leader, or mental health professional |
| <input type="checkbox"/> Benefits letter showing guardian receives benefit on behalf of the child (TANF, food stamps, etc.) | <input type="checkbox"/> Passport or Visa |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Records from DSHS |
| <input type="checkbox"/> Court order | <input type="checkbox"/> Records from school or other public health/social service agency |
| <input type="checkbox"/> Foster care record | <input type="checkbox"/> Refugee agency document |
| <input type="checkbox"/> Government documents | <input type="checkbox"/> Written agreement signed and dated by parent and person assuming custodial responsibility |
| <input type="checkbox"/> Guardian's income tax return listing child (1040) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> In loco parentis | |
| <input type="checkbox"/> Insurance documents stating the relationship | |
| <input type="checkbox"/> Legal will, describing the relationship | |



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Family Size: (Bring one)

- ☐ Benefits letter (TANF, SSI, etc.)
- ☐ Court or legal document
- ☐ Foster care grant
- ☐ Government document
- ☐ Rental/Housing document
- ☐ Provider One website
- ☐ School records
- ☐ Tax records from previous year
- ☐ Other _____

Income: (Bring all that apply)

- ☐ W-2 wage and tax statement from previous year (IRS)
- ☐ Tax return (1040) or IRS transcript from previous year
- ☐ Pay stubs for 12 months
- ☐ Child Support received, if required by a legal order
 - For support paid or received
- ☐ Disability income, including SSI
- ☐ Military Leave & Earnings Statement (LES). Count all pay and allowances except BAH, BAS, FSH, and HFP/IDP.
- ☐ Self-employment net income
- ☐ Social Security statement
 - For Supplemental Security Income (SSI), Old-Age and Survivors Insurance Trust Fund (OASI) or Social Security Disability Insurance (SSDI)
- ☐ State or Tribal Temporary Assistance for Needy Families (TANF) grant award letter
- ☐ Foster care authorization letter
- ☐ Unemployment Insurance Claims statement
- ☐ Veteran's benefits
- ☐ Worker's Compensation Labor & Industries (L&I) statement
- ☐ Tribal income (taxable)

Other income not classified above

- ☐ Alimony statement
- ☐ Annuity payments
- ☐ College financial aid award letter, and college tuition and fees
- ☐ For scholarships, grants or fellowships for living expenses.
- ☐ Emergency assistance cash payments
- ☐ Gambling or lottery winning statement
- ☐ Insurance payments that are regular (not one-time)
- ☐ Interest and dividends from assets
- ☐ Retirement or pension payment statement
- ☐ Self-employment income statement (IRS Form 1099 or Form K-1)
- ☐ Strike benefits statement

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Early Learning Division | Approved for distribution by Jennifer Cassarino, ECEAP Senior Administrator

- ☐ Spousal maintenance (“alimony”) award letter, court order, Division of Child Support (DCS) statement, copy of check, or signed statement from payer.
- ☐ Written statement from employer
- ☐ Other income not listed above _____

Tribal Status Verification: (Bring one)

- ☐ Enrollment card from Tribe
- ☐ Letter from Tribe confirming membership/eligibility for membership
- ☐ Certificate of Degree of Indian Blood (CDIB)
- ☐ Letter of Recognition from Regional Alaskan Native Corporation
- ☐ Letter of Recognition from an Alaskan Native Community Organization
- ☐ Treaty Card
- ☐ Verification that the child receives services from an organization/program that serves Native American people and verifies Tribal status
- ☐ Other _____

Previous ESIT, B-3 (Early) ECEAP, ECLIPSE, or Early Head Start enrollment: (Bring one)

- ☐ Copy of Individual Family Services Plan (IFSP)
- ☐ Child enrollment letter
- ☐ Copy of ECLIPSE Individual Care Plan (ICP)
- ☐ Other _____

Exception: Contractors have up to 90 calendar days to verify eligibility under certain circumstances when documentation is not immediately available such as: homelessness, natural disasters, fire, domestic violence. *In some cases, Kinship caregivers who do not have access to documents may fall in this exception.*