Contractors must verify ECEAP eligibility before initial enrollment, including parent or guardian’s legal authority to enroll, child’s age, family size and family income.

**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) or IFSP (Individualized Family Service Plan)
* Immunization record (CIS or online Child Profile)
* Medical card or records
* Medical record of birth
* Passport or Visa
* Paternity affidavit
* Permanent Resident Card (Green Card)
* Refugee agency document with birth date
* 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
* Government documents
* 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
* Non-Parental Custody Decree
* 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
* Refugee agency document
* 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
* Government document
* Rental/Housing document
* Provider One website
* School records
* Tax records from previous year (1040)
* Written statement from parent or signed application, as last resort
* 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
* 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, as last resort
* Written statement from parent, as last resort
* Other income not listed above\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.*