



**COMPLETION MEMO**

CHILD'S NAME \_\_\_\_\_ PARENT'S NAME \_\_\_\_\_

PROGRAM \_\_\_\_\_

In order to complete your child's application for Early Head Start/Head Start/GSRP consideration, we must have the following documentation. Without this information your child cannot be placed on a prioritized waiting list and **will not be considered for placement in a classroom**. Please use the attached, stamped envelope, if provided. Otherwise, text, fax, or e-mail to \_\_\_\_\_.

\_\_\_\_ Child's Immunization Records

\_\_\_\_ Proof of Income for the last 12 months ~ Mail copy or FAX the following:

- 2020 Federal Tax Return, W-2's, or current pay stub
- Child Support Documentation
- MDHHS Cash Assistance (FIP)
- \*all children in the home
- Disability, Social Security or SSI
- Third Party/Family Income Status
- College Grants
- Unemployment
- Foster Care Stipend/
- Foster Care documentation

\_\_\_\_ Copy of Child's Birth Certificate

\_\_\_\_ Insurance Information \_\_\_\_\_

\_\_\_\_ Other Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed and sent with family after recruitment appointment for any missing documents. 12/20