

Lincoln Hills Development Corporation Head Start Birth-5
Application and Intake Checklist

Head Start Birth-5 must have the following completed documents in order to place applicants on the Waitlist.

___ Head Start Birth-5 Application and Interview form (5 pages, one per applicant)

___ Interview with Head Start Staff (in person or by phone)

___ Eligibility Documentation for relevant family members

- Income Documentation: W2, 1040, check stubs, child support payments, unemployment, etc.
- If Applicable:
 - Public Assistance Documentation: SSI or TANF
 - Foster Care Documentation: Legal document or written statement from child welfare agency
 - Homeless Documentation: written statement describing living situation

___ Proof of Age

- Indiana Daycare Licensing requires a Birth Certificate for all Head Start Participants
- Early Head Start Participants may use Birth Certificate or other documentation (immunization record, etc.)