



## HOW TO APPLY

- CALL 213.315.5076
- EMAIL: [JKIM@OLIVETREEPRESCHOOL.COM](mailto:JKIM@OLIVETREEPRESCHOOL.COM)
- IN PERSON AT THE OFFICE

## APPLICATION REQUIREMENTS

To verify and determine eligibility for subsidized child care services, you must provide the following documentation and have a need for full day:

**ELIGIBILITY VERIFICATION** – Documentation must be provided for one or more of these categories:

- CPS or At-Risk Referral Letter
- Self-Declaration of Homelessness or Homeless Referral Letter
- Current Aid Recipient Verification (Example: Notice of Action or Benefits letter)
- Guardian: Documentation of any income received for the child
- Income Verification
  - Authorization to Release Employment Information (if applicable)
  - Income documentation from all sources
    - Predictable Income: Gross income for the month preceding
    - Unpredictable Income: Gross income for the preceding 4 to 12 months
    - If employment is seasonal, agricultural, includes bonuses or commission provide past 12 consecutive months of income

**FAMILY SIZE VERIFICATION** – At least one of the following documents must be provided for *ALL children* counted in the family size:

- Birth Certificate
- Passport for Services from the county welfare department
- Adoption documents Records of Foster Care placement
- Court orders regarding child custody or guardianship

**ADDRESS VERIFICATION** – Provide at least one of the below:

- Utility Bill (Water & Power or Gas)
- Lease Agreement
- ID Card with any proof of address

**OTHER DOCUMENTATION** – The following documents are also required:

- Child's immunization record for each child being enrolled
- Enrollment application
- Court orders if they affect your child care days/hours (If applicable)