



WHAT TO BRING TO MY ON MY WAY PRE-K APPOINTMENT LIST

Below is what you need to bring to your appointment to make sure your family is eligible and to complete your child's On My Way Pre-K grant. Please see the back of the page for examples for each item. **Your application cannot be finalized until all required documentation has been received.** Check the box next to each item as you gather your forms – **when all the boxes are checked – YOU ARE READY FOR YOUR APPOINTMENT.**

ALL FAMILIES MUST BRING:

- PROOF OF IDENTITY** – at least 1 (one) per **EACH** household member
- PROOF OF RESIDENCY** – must be within the last 30 days
- PROOF OF SERVICE NEED** – working and/or attending school
- ON MY WAY PRE-K FORMS** – Please navigate to www.inchildcare.org for the following forms:
If you currently are not working or going to school, and would like assistance, WE CAN HELP! Please call, text or email the county project manager listed in your county TODAY!
 - OMW Provider Information Page** – completed by an approved OMW/CCDF provider only
A list of approved programs in your county may be found at:
<https://secure.in.gov/apps/fssa/providersearch/home/program/prek>
 - OMW Signed Parent Agreement Form** – please read carefully and we will discuss at your appointment if you have questions.
 - Parent / Applicant Worksheet**
 - Hoosier Works Child Care Form**
 - Name Attestation Form**
 - Child Support and Maintenance Declaration**

ALL OF THESE DOCUMENTS MUST BE GIVEN TO INTAKE TO COMPLETE AN ON MY WAY PRE-K GRANT!

THESE ADDITIONAL ITEMS MUST BE PROVIDED IF THEY APPLY TO YOUR FAMILY:

- VERIFICATION OF ALL OTHER SOURCES OF INCOME** – only if you have other sources
Must cover most recent 30 days (30 days prior to your appointment date)

- Current TANF benefit letter
- Social Security (SSI) benefit letter (for current benefit year)
- Unemployment print out – **MUST BE PRINTED SAME DAY SEEN**
- Any other income you receive – Please list: _____

- Your current CCDF Swipe Card** (only if you already have one)

If you have questions prior to your appointment, please contact:

Automated Health Systems

Phone: (855) 533-7342

www.inchildcare.org

We look forward to assisting you in completing your application!



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PROOF OF IDENTITY RESOURCES – ONLY ONE (1) FOR EACH FAMILY MEMBER IN HOUSEHOLD

Parent(s) Picture ID:

- ❖ Driver's License
- ❖ State Issued ID
- ❖ Passport
- ❖ Military ID
- ❖ School ID
- ❖ Work ID

For ALL Children in the Household:

- ❖ Birth Certificate
- ❖ Birth Confirmation Letter
- ❖ State ID
- ❖ Medicaid Card (if date of birth is on card)
- ❖ **Immunization Record**
- ❖ **Current proof of placement with child's birth date**
(**bold** items DO NOT prove child's citizenship – additional documents may be needed to prove child's citizenship)

ONLY FOSTER Parent(s) – All of the above PLUS:

Valid Foster Parent License (must match your address) and Verification the child is a ward of the state from DCS Caseworker or current per diem documentation with child(ren)'s name on it within the last 30 days.

PROOF OF RESIDENCY RESOURCES – ONLY ONE (1) (MUST SHOW YOU ARE CURRENTLY LIVING THERE AND BE DATED WITHIN THE LAST 30 DAYS)

- ❖ Current Lease or lease amendment for existing lease period; Signed and dated Landlord Statement or rent receipt
- ❖ Current mortgage statement
- ❖ ICES Screen
- ❖ Valid Driver's License
- ❖ Current mail in envelope received at address, including postmark (No window envelopes)
- ❖ Valid State ID
- ❖ INS Green Card
- ❖ Utility Bill (billing date within last 30 days)
- ❖ Current Pay Check Stub
- ❖ Current documentation from homeless shelter
- ❖ Mail from DFR, DWD, IMPACT or other Federal Agency with current date
- ❖ Online documentation from US Postal Service
- ❖ Valid IN Vehicle Registration
- ❖ Signed and dated statement from declared legal resident with whom you reside

PROOF OF SERVICE NEED DOCUMENTS – ONLY ONE (1) Working or Attending School

If working:

- ❖ Bi-weekly pay stub – last 2 prior to appointment
- ❖ Monthly – most recent pay stub
- ❖ Weekly check – last 4 prior to appointment
- ❖ Cancelled checks (front and back) & wage detail form
- ❖ NEW JOB Form (if you have a new job or do not receive pay stubs, contact the intake office for what to bring)

If attending school:

- ❖ School schedule or letter from school with all of the following:
 - Your name and school name
 - Credit Hours/Class Hours
 - Semester begin/end dates
- ** class start dates may be current or within 30 days of start date of OMW Pre-K program