

**BIENVILLE PARISH
EARLY CHILDHOOD COMMUNITY NETWORK**

**PLEASE BRING THE FOLLOWING DOCUMENTS WITH YOU TO REGISTER FOR
BIENVILLE PARISH PRE-SCHOOL 4 YEAR OLDS AND HEAD START PROGRAMS**

Proof of Income:

- Two (2) consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD for the current year (within 2 months from the date of filling out this application.)
- An official letter from your employer stating all of the following:
 - Where parent/guardian is employed
 - Hourly rate of pay
 - The average number of hours parent/guardian works per week.
- A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.
- Current foster care placement agreement from DCFS
- Parents unemployed must submit a letter of support and income documentation from support source.
- Families in a temporary living arrangement due to loss of housing or economic hardship (homeless).
- SNAP/Food Stamps – must include the child’s name and valid effective dates.

Child’s Birth Certificate:

- The person completing the application must be the parent listed on the birth certificate.
- *If person the completing application is NOT listed on the birth certificate, a court-issued custody papers must be submitted.*
- **YOU MUST HAVE A VALID LOUISIANA DRIVER’S LICENSE OR A STATE-ISSUED ID CARD**

Proof of Residence (YOU NEED ONE OF THE FOLLOWING):

- Louisiana driver’s license
- State-issued ID card
- Current utility bill with the parent’s name and address.
- Current lease or mortgage statement
- If the parent and child live with a family member or friend, that person is to provide verification with a letter in addition to one of the above items.

Immunization Records (MUST BE CURRENT ON ALL AGE-APPROPRIATE SHOTS)