Stanislaus County Office of Education
Tom Changnon, Superintendent

Child & Family Services

Tony Jordan, Executive Director
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INCOMPLETE FILE/PACKET NOTICE: EXTENDED DAY

Parent/Guardian Name: _____ Date: _____

Applications for subsidized child care & development services cannot be completed when documentation is missing. After reviewing your file/certification packet, it has come to our attention that you are missing the following:

☐ **Income Verification** – The following income documentation must be provided:
- ☐ Past 30 days gross income
- ☐ Past 120 days gross income
- ☐ 2017 W-2 forms, 1040 and Tax Forms
- ☐ Past 12 months gross income (Employment is seasonal, agricultural, includes bonuses or commission)
- ☐ Guardian or Foster parent: provide documentation of any income received for the child
- ☐ Authorization to Release Employment Information

☐ **Family Size Verification** –At least one of the following documents for child(ren) _____:
- Birth Certificate
- Passport for Services from the county welfare department
- Adoption documents
- Records of Foster Care placement
- Court orders regarding child custody or guardianship

☐ **Residency Verification** – Evidence of street address or post office box dated within the past 30 days

☐ **Immunization Record** for child(ren) _____

☐ **Current Child's Individual Family Service Plan (IFSP) or Individual Education Program (IEP**)

☐ **Other**: _____

Appointment to submit all needed documentation is scheduled for _____.

Failure to attend the scheduled appointment and/or submit the completed certification packet will result in denial of child care & development services.

_____ _____
Parent/Guardian Signature Date

Distribution: White-Family File Yellow-Parent/Guardian Copy