

## Application Documentation Checklist

**Thank you for your interest in Orange County Head Start Inc.'s (OCHS) School Readiness Program. The following documents are needed in order for us to process your application:**

**Proof of Birth Date** Submit one of the following:

- ◇ Birth Certificate
- ◇ Passport
- ◇ Hospital Birth Certificate
- ◇ Foster Care Agreement Documents
- ◇ Court orders regarding child custody
- ◇ Adoption Documents
- ◇ Proof of Pregnancy - Physician Letter
- ◇ Immunization Records (Must include child's full name and date of birth on all sides/copies)

**Proof of Income** Submit all sources of income for each parent living in the household:

- ◇ All 2019 W-2s
- ◇ Consecutive Pay Stubs (one month's worth)\*
- ◇ SSI †
- ◇ TANF Cash Aid †
- ◇ Adoption Assistance\*
- ◇ Valid Foster Care Agreement Documents
- ◇ Grants/Scholarships (per semester or quarter)
- ◇ Child Support\*
- ◇ Unemployment\*
- ◇ Disability\*
- ◇ Cash Payments/Family Support (Must Complete an OCHS Self-Declaration Form)\*
- ◇ 1099-MISC for 2019
- ◇ Social Security\*
- ◇ Letter from a person providing financial assistance for the family
- ◇ Military Pay\*

\* Document cannot be dated older than **1 month** from the date of the completed application.

† Document cannot be older than **3 months** from the date of the completed application.

**Immunizations** Submit up-to-date Records

- ◇ Child's full name and date of birth must be included on all sides/copies of the immunization record

**Proof of Identified Disability for child, if applicable** Submit one of the following:

- ◇ Individual Education Plan (IEP) ◇ Individual Family Service Plan (IFSP)

\***Employment Verification Form/Class Schedule** Required to be submitted if applying for (10 hour) Full Day Program

\*To be considered for Head Start or Early Head Start Full Day center base program (10 hour/day), parents/legal guardians must submit proof of one of the following:

- ◇ Working/job training program 20+ hours Monday-Friday; or
- ◇ Attending school at least 9 units; or
- ◇ An equivalent combination of working/job training program and attending school.

**Please bring all required documents to the nearest OCHS Center or Administration Office.**

**You may also apply online at [www.ochsinc.org](http://www.ochsinc.org) and submit the required documents to [enrollment@ochsinc.org](mailto:enrollment@ochsinc.org). We look forward to assisting you!**

**Administration Office**

**2501 S. Pullman Street, Ste. 100 • Santa Ana, CA 92705 • 714-241-8920 • efax 714-640-2332 • [www.ochsinc.org](http://www.ochsinc.org)**

**Head Start (3 to 5 Year Olds) —Part Day (PD) Class 3hrs 30m AM/PM sessions • Full Day (FD) Class —10 hrs session • Home Base (HB) Program—1hr 30 min weekly Home Visit**  
**Early Head Start (0-3 Year Olds) Class —7:30AM—5:30PM • Toddler (TOD) Class (2 Year Olds) Class 7:30AM—5:30PM • Home Base (HB)—1hr 30 min weekly Home Visit**

| CITY                | CENTERS                          | CENTER ADDRESS                                    | TELEPHONE      | HS PROGRAMS  | EHS PROGRAM |
|---------------------|----------------------------------|---|----------------|--------------|-------------|
| ANAHEIM             | Baden Powell                     | 801 S. Gaymont St., Anaheim 92804                 | (714) 236-4224 | PD • FD      | TOD         |
|                     | Franklin & Home Base West        | 506 South Janss St., Anaheim 92805                | (714) 399-2100 | PD • FD • HB | TOD • HB    |
|                     | Walter                           | 9200 Pacific Place, Anaheim 92804                 | (714) 761-4967 | PD • FD      | TOD         |
|                     | Schweitzer                       | 211 S. Dale Ave., Anaheim 92804                   | (714) 229-8790 | PD • FD      | TOD         |
| BREA                | Brea                             | 480 N. State College Blvd., Brea 92821            | (714) 241-8920 | FD           | TOD         |
| BUENA PARK          | Buena Park                       | 6725 Dale St., Buena Park 90621                   | (714) 521-1909 | FD           | TOD         |
|                     | Buena Park EHS & Home Base North | 6625 Dale St., Buena Park 90621                   | (714) 367-1111 | HB           | TOD • HB    |
|                     | Centralia                        | 6627 La Cienega Dr., Buena Park 90620             | (714) 228-9004 | PD • FD      | TOD         |
|                     | Crescent                         | 5620 Crescent Ave., Buena Park 90620              | (714) 699-5930 |              | 0-3 • TOD   |
| COSTA MESA          | Matt Kline                       | 2043 Meyer Place, Costa Mesa 92627                | (949) 548-4480 | PD • FD      | 0-3         |
| FULLERTON           | Andrews                          | 1231 E. Chapman Ave., Fullerton 92831             | (714) 888-1201 | FD           | 0-3         |
|                     | Fullerton                        | 341 S. Courtney Ave., Fullerton 92833             | (714) 447-3005 | PD • FD      | TOD         |
|                     | Topaz                            | 1600 Sapphire Road, Fullerton 92833               | (714) 854-1534 | FD           | 0-3 • TOD   |
| GARDEN GROVE        | Doris L. Wood                    | 10871 Acacia Pkwy., Garden Grove 92840            | (714) 823-4800 | PD • FD      | TOD         |
| HUNTINGTON BEACH    | Jeanne Hardy                     | 17175 Emerald Lane<br>Huntington Beach 92647      | (714) 842-1221 | PD • FD      | TOD         |
| LA HABRA            | Lambert                          | 1060 W. Lambert Rd., La Habra 90631               | (562) 501-2570 | PD • FD      | TOD         |
| ORANGE              | Center                           | 18702 E. Center Ave., Orange 92869                | (714) 997-4980 | PD • FD      | TOD         |
|                     | Hewes                            | 392 S. Hewes St., Orange 92869                    | (714) 639-4187 | FD           |             |
| PLACENTIA           | Placentia                        | 840 S. Melrose St., Placentia 92870               | (714) 632-8787 | PD • FD      | TOD         |
|                     | Ruby Drive                       | 601 Ruby Dr., Placentia 92870                     | (714) 854-8787 |              | 0-3 • TOD   |
| SAN JUAN CAPISTRANO | Capo Valley                      | 31485 El Camino Real<br>San Juan Capistrano 92675 | (949) 661-8029 | PD • FD      | TOD         |
|                     | E.L. Villegas                    | 32204 Del Obispo St.<br>San Juan Capistrano 92675 | (949) 661-5243 | FD           | 0-3         |
| SANTA ANA           | Delhi                            | 505 E. Central Ave., Ste. A, Santa Ana 92707      | (714) 361-8866 | PD • FD      |             |
|                     | Fourth Street                    | 1626 E. 4th St., Santa Ana 92701                  | (714) 619-7900 |              | 0-3         |
|                     | Glenn Martin                     | 1008 W. Russell Ave., Santa Ana 92707             | (714) 427-1290 | PD • FD      | TOD         |
|                     | Home Base East & South           | 2501 S. Pullman St. Ste. 100 Santa Ana 92705      | (714) 241-8920 | HB           | HB          |
|                     | K.I.D.S.                         | 1002 W 2nd St., Santa Ana 92703                   | (714) 541-8164 | FD           | 0-3 • TOD   |
| STANTON             | Carver                           | 11150 Santa Rosalia St. Stanton 90680             | (714) 230-3814 | PD           |             |
|                     | Stanton                          | 8050 Chapman Ave., Stanton 90680                  | (714) 230-3814 | PD • FD      |             |
| WESTMINSTER         | Hope                             | 13841 Milton Ave., Westminster 92683              | (714) 230-3832 | PD • FD      |             |
| YORBA LINDA         | Oakcrest                         | 22733 Oakcrest Circle, Yorba Linda 92887          | (714) 241-8920 | FD           |             |

**Head Start and Early Head Start Home Base throughout Orange County**