

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 2021 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)*
- ◇ Zero Income (Must Complete an OCHS Zero Income Verification Form)*
- ◇ 1099-MISC for 2021
- ◇ 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)

***Work/Training Hours 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 and submit the required documents to 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

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	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	FD	0-3 • TOD
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 92831	(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 Huntington Beach 92647	(714) 842-1221	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	FD	0-3 • TOD
	Ruby Drive	601 Ruby Dr., Placentia 92870	(714) 854-8787		0-3 • TOD
SAN JUAN CAPISTRANO	Capo Valley	31485 El Camino Real San Juan Capistrano 92675	(949) 661-8029	PD • FD	TOD
	E.L. Villegas	32204 Del Obispo St. 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	FD	
	Glenn Martin	1008 W. Russell Ave., Santa Ana 92707	(714) 427-1290	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	FD	
	Stanton	8050 Chapman Ave., Stanton 90680	(714) 230-3814	PD • FD	0-3
WESTMINSTER	Hope	13841 Milton Ave., Westminster 92683	(714) 230-3832	PD • FD	
YORBA LINDA	Oakcrest	22733 Oakcrest Circle, Yorba Linda 92887	(714) 787-1436	FD	

Head Start and Early Head Start Home Base throughout Orange County