

### Administration Office

2501 S. Pullman Street, Ste. 100 • Santa Ana, CA 92705 • 714-241-8920 • efax 714-640-2332

### 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** *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** *All sources of income for each parent living in the household*

- ◇ 1040 Income Tax Return 2017 (Pages 1 & 2 signed by filing party)
- ◇ All 2017 W-2s
- ◇ Consecutive Pay Stubs (one month's worth) \*
- ◇ SSI †
- ◇ TANF Cash Aid †
- ◇ Adoption Assistance\*
- ◇ 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
- ◇ 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** *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**

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

#### **Full Time Eligibility Verification Form for Full Day Program**

- ◇ To be considered for Head Start or Early Head Start Full Day center base program parents/legal guardians must be:
  - ◆ Working/job training program 20+ hours Monday-Friday; **-or-**
  - ◆ Attending school at least 9 units; **-or-**
  - ◆ A 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 documents to [enrollment@ochsinc.org](mailto:enrollment@ochsinc.org)

We look forward to assisting you!

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|--|---|
| <p><b>Andrews <i>FD EHS</i></b><br/>1231 E Chapman<br/>Fullerton, CA 92831<br/>714-888-1201</p>                    | <p><b>Hope <i>PD FD</i></b><br/>13841 Milton Ave.<br/>Westminster, CA 92683<br/>714-230-3832</p>                          |
| <p><b>Baden Powell <i>PD FD EHS-TOD</i></b><br/>801 S. Gaymont St.<br/>Anaheim, CA 92804<br/>714-236-4224</p>      | <p><b>Jeanne Hardy <i>PD FD EHS-TOD</i></b><br/>17175 Emerald Ln.<br/>Huntington Beach,<br/>CA 92647<br/>714-842-1221</p> |
| <p><b>Buena Park <i>PD FD</i></b><br/>6725 Dale St.<br/>Buena Park, CA 90621<br/>714-521-1909</p>                  | <p><b>K.I.D.S. <i>HS EHS</i></b><br/>1002 W. 2<sup>nd</sup> St.<br/>Santa Ana, CA 92703<br/>714-541-8164</p>              |
| <p><b>Buena Park <i>EHS</i></b><br/>6625 Dale St.<br/>Buena Park, CA 90621<br/>714-367-1111</p>                    | <p><b>Lambert <i>PD FD EHS-TOD</i></b><br/>1060 W. Lambert Rd.<br/>La Habra, CA 90631<br/>562-501-2570</p>                |
| <p><b>Capo <i>PD</i></b><br/>31485 El Camino Real<br/>San Juan Capistrano, CA 92675<br/>949-661-8029</p>           | <p><b>Martin <i>PD FD</i></b><br/>1008 W. Russell Ave.<br/>Santa Ana, CA 92707<br/>714-427-1290</p>                       |
| <p><b>Carver <i>PD</i></b><br/>11150 Santa Rosalia St.<br/>Stanton, CA 90680<br/>714-598-6411</p>                  | <p><b>Matt Kline <i>PD FD EHS</i></b><br/>2043 Meyer Pl.<br/>Costa Mesa, CA 92627<br/>949-548-4480</p>                    |
| <p><b>Centralia <i>PD FD EHS-TOD</i></b><br/>6627 La Cienega Dr.<br/>Buena Park, CA 90620<br/>714-228-9004</p>     | <p><b>Placentia <i>PD FD EHS-TOD</i></b><br/>840 S. Melrose St.<br/>Placentia, CA 92870<br/>714-632-8787</p>              |
| <p><b>Crescent <i>EHS</i></b><br/>5600 Crescent Ave.<br/>Buena Park, CA 90620<br/>714-699-5930</p>                 | <p><b>Ruby Dr. <i>EHS</i></b><br/>601 Ruby Dr.<br/>Placentia, CA 92870<br/>714-854-8787</p>                               |
| <p><b>Delhi <i>PD FD</i></b><br/>505 E. Central Ave.<br/>Santa Ana, CA 92707<br/>714-361-8866</p>                  | <p><b>Schweitzer <i>PD FD EHS-TOD</i></b><br/>211 S. Dale Ave.<br/>Anaheim, CA 92804<br/>714-229-8790</p>                 |
| <p><b>Doris L. Wood <i>PD</i></b><br/>10871 Acacia Parkway<br/>Garden Grove, CA 92840<br/>714-823-4800</p>         | <p><b>Stanton <i>PD FD</i></b><br/>8050 Chapman Ave.<br/>Stanton, CA 90680<br/>714-230-3814</p>                           |
| <p><b>E.L.V. <i>FD EHS</i></b><br/>32204 Del Obispo St.<br/>San Juan Capistrano, CA<br/>92675<br/>949-661-5243</p> | <p><b>Topaz <i>PD FD EHS</i></b><br/>1600 Sapphire Rd.<br/>Fullerton, CA 92831<br/>714-854-1534</p>                       |
| <p><b>Franklin <i>PD FD EHS-TOD</i></b><br/>506 South Janss St.<br/>Anaheim, CA 92805<br/>714-399-2100</p>         | <p><b>Walter <i>PD FD EHS-TOD</i></b><br/>9200 Pacific Place<br/>Anaheim, CA 92804<br/>714-761-4967</p>                   |

#### OCHS Head Start and Early Head Start Home Base Programs

*PD*—Part Day 3hr 30m  
AM/PM sessions

*FD*—Full Day 7:30AM-5:30PM

*EHS*—Early Head Start  
7:30AM—5:30PM

*EHS-TOD*—Early Head Start  
2 Yr. old Toddler Class  
7:30AM—5:30PM