

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:

- Andrews **FD EHS**
1231 E Chapman
Fullerton, CA 92831
714-888-1201
 - Baden Powell **PD FD EHS(T)**
801 S. Gaymont St.
Anaheim, CA 92804
714-236-4224
 - Buena Park **PD FD**
6725 Dale St.
Buena Park, CA 90621
714-521-1909
 - Buena Park **EHS**
6625 Dale St.
Buena Park, CA 90621
714-367-1111
 - Capo **PD**
31485 El Camino Real
San Juan Capistrano, CA 92675
949-661-8029
 - Carver **PD**
11150 Santa Rosalia St.
Stanton, CA 90680
714-598-6411
 - Centralia **PD FD EHS(T)**
6627 La Cienega Dr.
Buena Park, CA 90620
714-228-9004
 - Crescent **EHS**
5600 Crescent Ave.
Buena Park, CA 90620
714-699-5930
 - Delhi **PD FD**
505 E. Central Ave.
Santa Ana, CA 92707
714-361-8866
 - Doris L. Wood **PD**
10871 Acacia Parkway
Garden Grove, CA 92840
714-823-4800
 - E.L.V. **FD EHS**
32204 Del Obispo St.
San Juan Capistrano, CA
92675
949-661-5243
 - Franklin **PD FD EHS(T)**
506 South Janss St.
Anaheim, CA 92805
714-399-2100
 - Fourth St. **EHS**
1626 E. 4th St.
Santa Ana, CA 92701
714-619-7900
 - Fullerton **PD FD EHS(T)**
341 S. Courtney Ave.
Fullerton, CA 92833
714-447-3005
 - Hope **PD FD**
13841 Milton Ave.
Westminster, CA 92683
714-230-3832
 - Jeanne Hardy **PD FD EHS(T)**
17175 Emerald Ln.
Huntington Beach,
CA 92647
714-842-1221
 - K.I.D.S. **HS EHS**
1002 W. 2nd St.
Santa Ana, CA 92703
714-541-8164
 - Lambert **PD FD EHS(T)**
1060 W. Lambert Rd.
La Habra, CA 90631
562-501-2570
 - Martin **PD FD**
1008 W. Russell Ave.
Santa Ana, CA 92707
714-427-1290
 - Matt Kline **PD FD EHS**
2043 Meyer Pl.
Costa Mesa, CA 92627
949-548-4480
 - Placentia **PD FD EHS(T)**
840 S. Melrose St.
Placentia, CA 92870
714-632-8787
 - Ruby Dr. **EHS**
601 Ruby Dr.
Placentia, CA 92870
714-854-8787
 - Schweitzer **PD FD EHS(T)**
211 S. Dale Ave.
Anaheim, CA 92804
714-229-8790
 - Stanton **PD FD**
8050 Chapman Ave.
Stanton, CA 90680
714-230-3814
 - Topaz **PD FD EHS**
1600 Sapphire Rd.
Fullerton, CA 92831
714-854-1534
 - Walter **PD FD EHS(T)**
9200 Pacific Place
Anaheim, CA 92804
714-761-4967
- 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(T)**—Early Head Start Toddler Classroom 7:30AM—5:30PM

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 2018 (Pages 1 & 2 signed by filing party)
- ◇ All 2018 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 and submit the documents to enrollment@ochsinc.org