

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 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:

- ◇ 1040 Income Tax Return for 2019 (Pages 1 & 2 signed by filing party)
- ◇ 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 and submit the required documents to enrollment@ochsinc.org. We look forward to assisting you!**

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PD—Part Day 3hrs 30m AM/PM sessions 6.5 FD -- 6hrs 30 min session 10 FD—10 hrs session Head Start Home Base—1hr 30 min weekly Home Visit

EHS—Early Head Start 7:30AM—5:30PM EHS(T)—Early Head Start Toddler Class 7:30AM—5:30PM Early Head Start Home Base—1hr 30 min weekly Home Visit

CENTERS	ADDRESS	TELEPHONE	PROGRAM OPTIONS
Baden Powell HS	801 S. Gaymont St., Anaheim 92804	(714) 236-4224	PD • 10 FD • EHS (T)
Franklin HS	506 South Janss St., Anaheim 92805	(714) 399-2100	PD • 10 FD • EHS (T)
Walter HS	9200 Pacific Place, Anaheim 92804	(714) 761-4967	PD • 10 FD • EHS (T)
Schweitzer HS	211 S. Dale Ave., Anaheim 92804	(714) 229-8790	PD • 10 FD • EHS (T)
Buena Park HS	6725 Dale St., Buena Park 90621	(714) 521-1909	10 FD • EHS (T)
Buena Park EHS	6625 Dale St., Buena Park 90621	(714) 367-1111	EHS
Centralia HS	6627 La Cienega Dr., Buena Park 90620	(714) 228-9004	PD • 10 FD • EHS (T)
Crescent HS	5600 Crescent Ave., Buena Park 90620	(714) 699-5930	EHS • EHS (T)
Matt Kline HS	2043 Meyer Place, Costa Mesa 92627	(949) 548-4480	PD • 10 FD • EHS
Andrews HS	1231 E. Chapman Ave., Fullerton 92831	(714) 888-1201	10 FD • EHS
Fullerton HS	341 S. Courtney Ave., Fullerton 92833	(714) 447-3005	PD • 10 FD • EHS (T)
Topaz HS	1600 Sapphire Road, Fullerton 92833	(714) 854-1534	10 FD • EHS • EHS (T)
Doris L. Wood HS	12741 Main St., Garden Grove 92840	(714) 823-4800	PD • 10 FD
Jeanne Hardy HS	17175 Emerald Lane, Huntington Beach 92647	(714) 842-1221	PD • 10 FD • EHS (T)
Lambert HS	1060 W. Lambert Rd. La Habra 90631	(562) 501-2570	PD • 10 FD • EHS (T)
California HS	1080 N. California St., Orange 92867	(714) 633-3859	6.5 FD
Center HS	18702 E. Center Ave., Orange 92869	(714) 997-4980	PD
Handy HS	860 N. Handy St., Orange 92867	(714) 289-1175	PD
Hewes HS	392 S. Hewes St., Orange 92869	(714) 639-4187	6.5 FD
Taft HS	1829 N. Cambridge St., Orange 92865	(714) 974-6310	PD
West Orange HS	243 S. Bush St., Orange 92868	(714) 532-1300	6.5 FD
Placentia HS	840S. Melrose St., Placentia 92870	(714) 632-8787	PD • 10 FD • EHS (T)
Ruby Drive HS	601 Ruby Dr., Placentia 92870	(714) 854-8787	EHS • EHS (T)
Capo Valley HS	31485 El Camino Real, San Juan Capistrano 92675	(949) 661-8029	PD • 10 FD
E.L. Villegas HS	32204 Del Obispo St., San Juan Capistrano 92675	(949) 661-5243	10 FD • EHS
Delhi HS	505 E. Central Ave., Ste. A, Santa Ana 92707	(714) 361-8866	PD • 10 FD
Fourth Street EHS	1626 E. 4th St., Santa Ana 92701	(714) 619-7900	EHS
Glenn Martin HS	1008 W. Russell Ave., Santa Ana 92707	(714) 427-1290	PD • 10 FD
K.I.D.S. HS	1002 2nd St., Santa Ana 92703	(714) 541-8164	10 FD • EHS
Carver	11150 Santa Rosalia St., Stanton 90680	(714) 598-6411	PD
Stanton HS	8050 Chapman Ave., Stanton 90680	(714) 230-3814	PD • 10 FD
Hope HS	13841 Milton Ave., Westminster 92683	(714) 230-3832	PD • 10 FD