



Serving Northeastern North Carolina

Preliminary Intake Checklist

Please bring this form, along with your documentation, to your intake session!!!

Applicant's Name: _____

County of Residence: _____

When arriving for intake session, please have all documentation with you. If you do not have the required documentation, the intake session will not be completed and you will have to re-schedule.

Requirements:

1. Eligible County Resident—Bertie, Camden, Currituck, Gates, or Pasquotank

____ Proof of residency requires copy of a utility, telephone, cell, or cable bill; driver's license; Medicaid card or something that shows the applicant's name and current address.

2. Citizenship Requirement

____ Applicant or child is a US citizen. Or applicant or child is a legal US non-citizen.

3. Age of the Child

____ Child must be between 0-5 years of age and not attending another program such as, More at Four or a pre-kindergarten program. Proof of age requires a Birth Certificate or alternative record, such as a immunization (shot) record. If the alternative record is used, an official Birth Certificate must be received within sixty (60) days.

4. Income Eligibility (if applicable)

____ One month of recent consecutive check stubs or other acceptable documentation such as, a letter from your employer stating wages received or to be received; an Employment Verification Form (EVF); or, if self-employed, the previous year's tax records.

____ If receiving Child Support, the three (3) most recent monthly payments on all children in the home.

____ Documentation of overtime pay, if received.

Because of the great demand for Child Care Scholarships, a policy defining priorities for receiving the Scholarship have been defined. Please check all priorities that apply for you and your child(ren).

____ First Priority

Siblings of children currently receiving Child Care, either through Albemarle Smart Start Partnership or Department of Social Services or other agency, will have priority over all children of the waiting list.

____ Second Priority

Families who in the past have received a Child Care Scholarship and still remain eligible based on income/age but are currently not receiving assistance due to education probation or other situations deemed acceptable by ASSP designated staff. Families will be prioritized based on the date they first received a child care voucher.

____ Third Priority

Families who meet work/school/other requirements as briefly outlined below and in the Program Procedures Manual. Families in this group will be prioritized based on the date that the application file is stamped complete by the Child Care Scholarship Coordinator.

Please check all that apply:

_____ Parent/guardian is employed at least 25 hours per week;

_____ Parent/guardian is a full-time high school student;

_____ Parent/guardian is a full-time student in an accredited postsecondary institution;

or

_____ Parent/guardian is a combination of a working/student status equivalent to 25 hours per week.

_____ Child and/or children have documented special needs.