



Preliminary Intake Checklist

Parent/Guardian's Name: _____

Child(ren)'s Name: _____

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 - Duplin County**

____ 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**

____ Documentation that applicant/child is a US citizen or applicant/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, Head Start or NC Pre-kindergarten program. Proof of age requires a Birth Certificate or alternative record, such as an immunization (shot) record.

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.

5. **School Schedule (if applicable)**

____ A copy of a current school schedule or other documentation verifying your classes is needed.

6. **Work Schedule**

____ Days, Hours, Shifts (Please indicate what shift of care is needed, days and hours.)

First Shift _____ Second Shift _____ Third Shift _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

7. **Child Care Scholarship Application**

____ A completed and signed **Child Care Scholarship Application** is needed.

8. **Release of Information/Acknowledgement form**

____ A signed copy of the Release of Information/Acknowledgement form is needed.

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