



WHAT TO BRING TO MY ON MY WAY PRE-K APPOINTMENT LIST

Below is what you need to bring to your appointment to make sure your family is eligible and complete your child's On My Way Pre-K grant. Please see the back of the page for examples for each item. **Your application cannot be finalized until all required documentation has been received.** Check the box next to each item as you gather your forms – **when all the boxes are checked– YOU ARE READY FOR YOUR APPOINTMENT**

ALL FAMILIES MUST BRING: (please see back for list of acceptable forms)

- PROOF OF IDENTITY** – at least 1 (ONE) per **EACH** household member
- PROOF OF RESIDENCY** (must be within last 30 DAYS)
- PROOF OF SERVICE NEED** (working and/or attending school)
If you currently are not working or going to school, and would like assistance, WE CAN HELP! Please call, text or email the county project manager listed in your letter TODAY!
- ON MY WAY PRE-K FORMS:** {Included in this packet}
 - OMW Provider Information Page** completed by an approved OMW/CCDF provider only
A list of approved programs in your county may be found at:
<https://secure.in.gov/apps/fssa/providersearch/home/program/prek>
 - OMW Signed Parent Agreement** please read carefully and we will discuss at your appointment if you have questions

ALL THESE DOCUMENTS MUST BE GIVEN TO INTAKE TO COMPLETE AN ON MY WAY PRE-K GRANT!

THESE ADDITIONAL ITEMS MUST BE PROVIDED IF THEY APPLY TO YOUR FAMILY:

- VERIFICATION OF ALL OTHER SOURCES OF INCOME** (only if you have other sources)
Must cover most recent 30 Days- {30 days prior to your appointment date}

- ❖ Current TANF benefit letter
- ❖ Social Security (SSI) benefit letter (for current benefit year)
- ❖ Unemployment print out – **MUST BE PRINTED SAME DAY SEEN**
- ❖ Any other income you receive – Please List: _____

- Your current CCDF Swipe Card** (only if you already have one)

If you have questions prior to your appointment, please contact:

*Chances And Services for Youth
1-800-886-3952 or 1-812-232-3952
help@casyonline.org*

We look forward to assisting you in completing your application!

PLEASE TURN OVER FOR LIST OF ACCEPTABLE ITEMS YOU CAN BRING FOR EACH REQUIREMENT ABOVE



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Proof of Identity Documents – **ONLY ONE (1)** for each family member living in your house

Parent(s) picture ID:

- ❖ Driver's License
- ❖ State ID
- ❖ Passport
- ❖ Military ID
- ❖ School ID or
- ❖ Work ID

For ALL children in household:

- ❖ Birth Certificate
- ❖ Birth Confirmation Letter
- ❖ State ID
- ❖ Medicaid Card (if date of birth on card),
- ❖ **Immunization Record**
- ❖ **Current proof of placement with child's birth date**
(**bold** items do not prove child's citizenship – additional documents may be needed to prove only child's citizenship)

ONLY FOSTER Parent(s): All of the above PLUS:

Valid Foster Parent License (must match your address) and Verification the child is ward of state from DCS caseworker or current per diem documentation with child(ren)'s name on it within the last 30 days

Proof of Residency Documents - **ONLY ONE (1)** (must show you are currently living there – dated within last 30 days)

- ❖ Current Lease or lease amendment for existing lease period; Signed & dated Landlord Statement or rent receipt
- ❖ Current mortgage statement
- ❖ ICES Screen
- ❖ Valid Driver's License
- ❖ Current mail in envelope received at address including postmark (No Window)
- ❖ Valid State ID
- ❖ INS Green Card
- ❖ Utility Bill (billing date within last 30 days)
- ❖ Current Pay Check Stub
- ❖ Current Documentation from homeless shelter
- ❖ Mail from DFR, DWD, IMPACT, Federal Agencies with current date
- ❖ Online documentation from US Postal Service
- ❖ Valid IN Vehicle Registration
- ❖ Signed & Dated statement from declared legal resident with whom you reside

Proof of Service Need Documents – **ONLY ONE (1)** Working or Going to School

If working:

- ❖ Bi-weekly paystub- Last 2 prior to appointment
- ❖ Monthly- 1 most recent paystub
- ❖ Weekly check– Last 4 prior to appointment
- ❖ Cancelled Checks (front and back) & wage detail form
- ❖ NEW JOB Form (if you have a new job or do not receive pay stubs, contact the intake office for what to bring)

If in School –

- ❖ School Schedule or letter from school with all the following:
 - Your name and school name
 - Credit Hours/Class Hours
 - Semester begin and end dates
- **class start dates may be current or within 30 days of start date of OMW Pre-K program