



**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Verification of Residency
REVISED: 2-21	AUTHORIZATION APPROVAL: Manager, Family Services

Acceptable Forms to Prove Residency:

- Utility bill (electric, gas, water), cable, internet or home phone bill dated within 12 months of the date the child application is submitted.**
- Pay stub from a current employer dated within 12 months of the date the child application is submitted. **
- Current and signed residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted.
 - ❖ Clarification: For recertifications, make sure the lease on file is unexpired.
- Government-issued document (e.g., a current property tax assessment, dated within 12 months of eligibility determination, showing a homestead exemption, a Florida driver's license, Florida identification card),
- Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty and resides in Florida when the child attends the school readiness program (e.g., permanent change of station).
- For children identified in Section 1002.87, F.S., the child's status as a TANF recipient, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish the child's residency.
- For children identified in Sections 1002.87(1)(b) and (1)(e), F.S., the child's Medicaid-eligible status, as indicated on a child care authorization submitted by the referring agency, is sufficient to establish the child's residency.
- If no supporting documents listed in subparagraphs (c)1.-7. above are available, a coalition may accept a notarized statement provided by the child's parent and a letter from a landlord or property owner which confirms that the child resides at the address shown in the notarized statement. Documentation cannot be accepted by the coalition more than one time to determine eligibility.
 - ❖ Clarification: A new letter with current signatures is needed every year.
- If no supporting documents listed in subparagraphs (c)1.-7. above are available, for a homeless child as defined in Section 1003.01, F.S., a coalition shall document residency based on other supporting documents showing that the child is homeless and resides in Florida (e.g., letter from a shelter or a notarized statement provided by the child's parent).

**For recertifications: If the client has not moved, the previous utility bill and pay stub can be used. The pay stub must be from an employer the client is still working for.

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.