



Enrollment Checklist

Checklist for applying to Bright Beginnings, Inc. Head Start/Early Head Start Program (Serving Pregnant Women and children up to age 4)

**Please use this checklist to ensure that all supporting documents are included and submitted with your application. Failure to submit a complete application will delay the processing of your application and placement.*

- **A Completed Bright Beginnings, Inc. Enrollment application** [click here to complete online]
- **Long-form Birth Certificate** for each child you are enrolling. For pregnant women, we will need **proof of pregnancy** such as documentation from your doctor or clinic.
- **Proof of Residency:** Proof of residency can include a letter from your shelter or transitional housing case manager stating that you are a resident or participant. We will also accept your Intake Packet from the Virginia Williams Resource Center (202) 724-5054. If you are living with a relative or friend, please provide a notarized letter from the lease/deed holder which indicates you and your dependents are occupants at their address. The notarized letter must be current and no older than 30 days.
- **Proof of Income:** Proof of income can include TANF, SSI, or unemployment benefits. You must provide documentation from the DC agency issuing the benefit on letter head. If you are employed full-time or part-time, you must provide 3 recent paystubs not older than 45 days. Paystubs must reflect DC State tax withholdings.
- **Social Security** cards for each child and parent applying to the program.
- **Photo ID:** Parent's photo ID must be government issued (i.e. driver's license, department of motor vehicle issued identification card, passport)
- **Health Insurance Card** for each child enrolling in the program.
- **DC Health Certificate** showing the child's current health and immunization information.
- **DC Dental Certificate** for children ages 3 and older only. Must be current.
- **Developmental screenings or evaluation** completed is applicable. Bright Beginnings accepts children with disabilities or suspected disabilities. Parents or guardians are encouraged to provide information about their child's specific disabilities so that their needs can be accommodated.
- **OSSE Child Care Subsidy Application:** Complete the application on behalf of the child (ren) you are applying to enroll in the Bright Beginnings, Inc. Head Start/ Early Head Start program.

Submit applications and documents to:

Marcia A. Sandifer, EEIA Coordinator

P: (202) 842-9090 ext. 1006 C: (202) 236-9571 E: msandifer@BBIDC.org F: (202) 842-9095