

Potential Documents to Verify ECEAP Eligibility

Revised July 2017

Age Verification (Bring one)

- Adoption papers
- Birth certificate
- Child Profile
- Court documents
- Foster care authorization letter
- Government document with birth date
- IEP (Individualized Education Program)
- Immunization record (CIS or online Child Profile)
- Medical card or records
- Medical record of birth
- Passport or visa
- Paternity affidavit
- Permanent resident (“green”) card
- School records
- Other _____

Legal Guardianship – if not biological parent (Bring one)

- Adoption papers
- Benefits letter showing guardian receives benefit on behalf of the child (TANF, food stamps, etc.)
- Birth certificate
- Court order
- Foster care record
- Guardian’s income tax return listing child (1040)
- In loco parentis
- Insurance documents stating the relationship
- Legal will, describing the relationship
- Letter from social worker, school personnel, lawyer, religious leader, or mental health professional
- Passport or visa
- Records from DSHS that show guardian as contact for the child
- Records from school, hospital, clinic, other public health, or social service agency
- Written agreement signed and dated by parent and person assuming custodial responsibility
- Other _____

Family Size (Bring one)

- Benefits letter (TANF, SSI, etc.)
- Court or legal document
- Foster care grant
- Rental/Housing Document
- Provider One website
- School records
- Tax records from previous year (1040)
- Other _____

Income (Bring all that apply)

- Benefits letter
- Child support order
 - For support paid, also view receipts, copy of canceled checks or pay stub showing deduction.
- College financial aid award letter, and college tuition and fees
- Foster care authorization letter
- Military Leave and Earnings Statements
- Pay stubs for 12 months
- Retirement payment statement
- Self employment income statement (IRS Form 1099 or Form K-1)
- Social Security (OASI or SSDI) statement
- Spousal maintenance (“alimony”) award letter, court order, DCS statement, copy of check, or signed statement from payer.
- Supplemental Security (SSI) statement
- TANF (Temporary Assistance for Needy Families) award letter
- Tax records from previous year (1040)
- Unemployment Insurance
- W-2 form from previous year (IRS)
- Worker’s Compensation (L&I)
- Tribal Income (taxable)
- Written statement from employer, as last resort
- Written statement from parent, as last resort
- Other _____

Also bring a copy of your child’s Immunization record or completed CIS form.