



Auburn University Early Head Start Program  
Human Development & Family Studies  
Auburn University  
215 M. White Smith Hall  
Auburn University, AL 36849

Greetings!

Thank you for your interest in applying for Auburn University's Early Head Start-Child Care Partnership Program. We are accepting applications for our waiting list, and the documents listed below are needed in order to process an application.

Please work on collecting these documents and also fill out the EHS Online Application [by clicking here](#). You may email or fax documents to me. Our fax number is (334) 844-3734, and the email address is [aeuhs@auburn.edu](mailto:aeuhs@auburn.edu). Our program does not want collecting any document to create a hardship for our applicants. If you have any questions, please feel free to contact us at 334.844.3257

### Documents needed in order to process an application:

- ✓ **Verification of all forms of income for 2019**  
**to include:** (W2 forms; SSI/TANF statement; unemployment payments; child support etc.) Income eligibility will be determined based on the 2020 Federal Poverty Guidelines. If married, include spouse's income also.
  - ✓ Submit all W2s for 2019 -OR- your Income Tax Form 1040 for 2019
- ✓ **Copy of Driver's license or picture ID**
- ✓ **Proof of residency** (utility bill; rent/lease/mortgage agreement; letter from landlord; proof of public housing; written statement that you are sharing housing with family members/friends). **Statement for sharing housing example**— I, (insert your name), am (temporarily or long term) living with friend/parents/grandparents) at (insert address) due to (loss of housing/loss of employment/an accident or illness. etc.). Please share as many details as you would like about your current living situation. Please sign and date your statement, and include contact information for person(s) that you share housing with.
- ✓ **Birth certificate for child or confirmation of birth from hospital**
- ✓ **Proof of guardianship**
- ✓ **Current immunization record for child**
- ✓ **Copy of child's insurance card**
- ✓ **Current IFSP (special needs) for child** (if applicable)
- ✓ **Copy of WIC ID # and SNAP #** (if applicable)
- ✓ **Be sure you have applied for your local Child Care Subsidy program** (if applicable please provide application or proof of childcare assistance).
- ✓ **Current class schedule** (if parent is in school).
- ✓ **Please work on having a physical completed for your child at the next doctor's appointment.**

**\*\*As much as possible please ensure the documents are not blurry and straight and not cut off. \*\* Also, please email a response if you are no longer interested or you have found other early childcare services.**