

SOUL Infant and Toddler Center
6785 Imperial Ave., San Diego, CA 92114
858-298-2036

Dear Parent/Guardian,

Thank you for your interest in the Strength. Opportunity. Unity. Liberation. (SOUL) Infant and Toddler Center. We look forward to partnering with you in the care of your child. Enrollment at SOUL is a multi-step process and by picking up this letter and Required Documents Checklist you are taking the first step toward high quality early learning and care for your infant and/or toddler.

This program is funded by the California Department of Social Services and family eligibility is required. This is a very important piece of the application process, and it requires specific documentation. On the next page, you'll find the **Required Documents Checklist**. This will provide you with more information about eligibility and the documents needed to verify eligibility.

You may bring your documents to the center August 4th- 6th between 8:00 a.m. and 6:00 p.m. or you may schedule an appointment with Erika Hernandez at 858-298-2036. We will meet with you in person to review your documents and discuss next steps. In case we need additional documentation to determine eligibility, we will provide you with this information and schedule a follow-up appointment. Once we determine eligibility for subsidized child care, we will provide you with the enrollment forms, a list of additional documents needed, and schedule an appointment for us to finalize enrollment.

Please use the **Required Documents Checklist** on the next page to help you gather the documents you will submit at your first appointment. **We will not be able to determine eligibility for subsidized child care without these documents:**

If you have any questions about the center, the application process, or the documents needed, please feel free to call us at either of the numbers below and we'll be happy to help. ***Please note, SOUL is co-located with the Heartbeat Music & Performing Arts Academy which offers child care for preschool age children. For more information about Heartbeat, visit <https://www.hbmpaa.org/>.***

We look forward to meeting you!

Thank you,

Ruth Alcantara
Preschool Specialist
ruth.alcantara@sdcoe.net
858-298-2042

Erika Hernandez
Program Secretary
erika.hernandez@sdcoe.net
858-298-2036

REQUIRED DOCUMENTS CHECKLIST

In order to enroll your child at SOUL Infant and Toddler Center, we must first determine eligibility. Once eligibility is established, we will determine need. Below are the documents needed to verify eligibility:

DOCUMENTS NEEDED FOR “FAMILY SIZE” VERIFICATION *(all documents are required):*

- ☐ Age verification for **each** child in your home: Bring any of the following documents for each child in the home: Birth Certificate, Baptismal Certificate, Passport to Services or any Department of Social Service document, Foster Care letter, etc.
- ☐ Parent/Guardian legal form of identification with picture
- ☐ Proof that you live in the state of California: Any evidence of your street address dated within the past 30 days. *If you are experiencing homelessness, see Eligibility Verification Checklist below.*
- ☐ If applicable, court orders if they affect your child care days/hours or show who is/is not allowed to pick up your child.

DOCUMENTS NEEDED FOR “ELIGIBILITY” VERIFICATION *(documentation must be provided from at least 1 of the 4 eligibility categories):*

- ☐ **Current Aid Recipient Eligibility:** Provide **at least 1** of the documents below or any other state/federal aid you are currently receiving.
 - ☐ Passport for Services/Cash Aid
 - ☐ Foster Letter
 - ☐ SSI Letter
 - ☐ CalWorks
 - ☐ WIC
 - ☐ Unemployment Benefit Letter
 - ☐ **CPS or At-Risk Referral Eligibility**
 - ☐ Provide a written referral letter from a county welfare department, child welfare services employee, or legal, medical, or social services agency.
 - ☐ **Experiencing Homelessness Eligibility** *(Example: Shelter document, Self-declaration statement)*
 - ☐ Provide a written referral from an emergency shelter or other legal, medical, or social service agency.
- OR**
- ☐ Complete a Self-Declaration of Homelessness at the application meeting with center staff.

☐ **Income Eligibility:** Provide documentation of all income sources of any adults (including domestic partners) living in the household who are responsible for the care and welfare of the child(ren).

☐ Employed

☐ Provide most recent month's income documentation (examples: pay stubs, letter from employer, record of wages). If paid weekly or bi-weekly, bring all pay stubs or proof of wages.

☐ Predictable Income (Constant or Set Schedule): Proof of gross income for the past month

☐ Unpredictable Income (Not a Constant or Set Schedule): Proof of gross income for the past 3 to 12 months

☐ If employment is seasonal, agricultural, includes bonuses or commission provide proof of the past 12 consecutive months of income

☐ Self-employed

☐ Provide a letter from a source of income OR a copy of the most recently signed and completed tax returns with a statement of current estimated income for tax purposes OR other business records, such as ledgers, receipts, or business logs.

☐ Any other documentation of how you support yourself and your family. Examples below:

☐ Child Support

☐ Spousal Support