

Documents Acceptable for Verification

The following list of documents are acceptable for demonstrating child age, address and income for The Department of Education and Early Learning’s (DEEL) preschool and child care programs.

CHILD’S AGE

All programs have an age requirement. Submit **ONE** document from this list:

- Birth certificate
- Passport
- Government issued ID
- Medical record
- Immigration documentation with birthdate

ADDRESS

Documentation must be no more than 3 months old, including the name of the applicant. It cannot be envelopes or personal correspondence.

All programs are for people who live in the City of Seattle only. For families in transition, experiencing homelessness, or otherwise unable to provide the documentation below, please contact DEEL to request a housing affidavit form.

Submit **ONE document** from this list:

- Utility bill (*gas, water/garbage, light/electrical, cable, landline phone*)
- Home/renter’s insurance
- Mortgage document

OR

Submit **TWO documents** from two different sources from this list:

- Insurance document (*health, car, etc*)
- Benefits document from the agency (*DSHS, SSI, paystub, etc*)
- Financial document (*bank statement, retirement, credit card statement, etc*)
- Other bills
- Driver’s license (non-expired; can only submit one per household)
- Lease or housing agency letter (current)

INCOME

Submit documentation for all income your household receives.

If you have income from...

EMPLOYMENT (Submit one of these options)

- Paystubs from your previous 3 full months
- Employer letter (only when starting a new job) --must be on letterhead, include the start date, hours worked, wage and dated from the last 90 days
- Self-employed—request the self-employment form from DEEL

STUDENT (Submit any applicable)

- Financial aid- Award letter
- Work study- Award letter or supervisor letter including hours/wage

OTHER INCOME

- TANF or other cash benefits – current award letter
- Rental income- *Schedule E* tax document from most recent tax year
- Other income –three months of statements

If you have...

CHILD SUPPORT (Submit either of these options)

- Received: Court documentation with amount
- Received: Child Support Statement (request from DEEL)

Paid weekly?

Submit 12 paystubs

Paid every two weeks?

Submit 5-7 paystubs

Paid bi-monthly?

Submit 6 paystubs

Paid monthly?

Submit 3 paystubs