

CCEP Employee Checklist

Note: Please follow these guidelines for enrollment. Failure to provide the appropriate information may result in a delay of your processing.

You will need to provide clear copies of each of the following:

1. Driver's License or a Photo ID card for:

- All adults in household

2. Birth Certificates for:

- All children in the household

3. Proof of Custody/Guardianship (if applicable)

4. Social Security Numbers for:

- Head of household
- All children in household

5. Income Documentation for Total Household Income

- All adults living in household

6. Paycheck stubs:

- Weekly – provide the last 6 pay stubs
- Bi-weekly – provide the last 3 pay stubs
- If employed less than six weeks provide:
- A letter from your employer, on company letterhead, stating hourly rate and hours worked
- Child Support

7. Two proofs of residence, examples include:

- electric bill,
- phone bill,
- copy of your lease agreement
- recent bank statement

In order to process your request more quickly, fax or mail the above information along with the pre-screening form to:

Early Learning Coalition of the Big Bend Region

Att: Child Care Executive Partnership (CCEP)

325 John Knox Road, Suite F-140

Tallahassee, FL 32303

Fax: 850-922-0075

If you have any questions, please contact **Amy Mitchell** at 850-385-0504.