



Washtenaw County Head Start  
**Requirements for Head Start Registration**

**IMPORTANT! PLEASE READ CAREFULLY**

Children must be 3 or 4 years old by December 1st to be age eligible for the Head Start program. Please turn in your application with the necessary documentation. Children will not be enrolled after the first week of October without a completed physical and dental exam.

1. **PROOF OF INCOME** (one of the following):
  - ▶ Form 1040 from the previous year
  - ▶ W-2s (from the previous year)
  - ▶ Current FIA eligibility notice or letter from FIA (Proof of TANF benefit)
  - ▶ Letter from employer
  - ▶ Two most recent check stubs
    1. FOR FULL DAY ONLY – Proof of 32 or more hours/week  
OR 12 or more credit hours
  
2. **PROOF OF RESIDENCE** (one of the following):
  - ▶ Drivers License or I.D.
  - ▶ 1040 Tax form
  - ▶ Copy of Lease or mortgage
  - ▶ DHS Documentation
  - ▶ Utility bill from previous month
  - ▶ Current Pay Stub
  
3. **BIRTH CERTIFICATE** (copy)
  
4. **UP-TO-DATE IMMUNIZATION RECORD**
  
5. **CHILD'S HEALTH INSURANCE CARD**
  - ▶ Medicaid, Blue Cross, Care Choices, MCare, etc.

(Health Insurance is not required for enrollment. Head Start will work with families to obtain coverage for those without Health Insurance.)
  
6.  **COMPLETED PHYSICAL EXAMINATION**
  - ▶ A completed examination signed and dated by a physician is **REQUIRED** for participation in Head Start (**including annual lead and TB tests/questionnaires, and hemoglobin/hematocrit screenings**).
  
7.  **COMPLETED DENTAL EXAMINATION** and Preventative Care/Treatment Including follow-up visits every six months.

If your child has a diagnosed disability, the income requirement may be waived. We ask that you include in your application any records that you have relating to your child's disability (e.g. IFSP/IEP).

Children with diagnosed disabilities are given priority for Head Start enrollment. Your response to this request for information is voluntary and any information provided to Head Start regarding your child remains confidential. Declining to respond to this request will not exclude your child from Head Start.