

Documents Acceptable for Verification

The following list of documents is 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
- Medical record
- Immigration documentation with birthdate
- Passport
- Government issued ID

ADDRESS

*Only families who live in the City of Seattle are eligible for DEEL programs. For families in transition, experiencing homelessness, or otherwise unable to provide the below documentation, please contact DEEL for a **Housing Affidavit Form**.*

Documents need to include the parent/guardian's full name and be dated within the last three months. Documents cannot be personal correspondence or the outside of envelopes. Please provide document(s) from two options below:

Option 1: Submit **ONE document** from this list:

- Utility bill (*gas, water/garbage, internet, light/electrical, cable, landline phone*)
- Home/renter's insurance
- Mortgage document
- Signed rental lease (current)
- Housing agency letter (current)
- Rental receipt (current)

Option 2: Submit **TWO documents** from two different sources from this list:

- Insurance document (*health, car, etc*)
- Benefits document from the agency (*DSSH, 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)

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 & tuition statement
- 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 or Paid: Court documentation with amount
- Received or Paid: 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 paystub