

JEFFERSON COUNTY HEAD START
serving Jefferson, Clear Creek, Gilpin, and Park counties

APPLICATION INSTRUCTIONS

Please return the following documents to the center nearest you:

- Application**
- State Certified Birth Certificate**
- Proof of Jefferson County Residency - Excluding city of Lakewood**
(Please provide ONE of the following documents)
Utility bill, lease, mortgage statement, SSI verification, Food Stamp or TANF verification with parent/guardian name and address.
- Income Verification for the year 2011 or the previous 12 months from the date of application.**
Preferred forms of documentation:
 - **Public Assistance Verification Letter (TANF or SSI)**
 - **1040 Tax Form or W-2 Forms**
 - **Homelessness verification – Letter from shelter, letter from family member(s), etc.**
 - **Foster verification**Additional Verification: (If you do not have the preferred documentation)
 - 12 months of pay stubs from employer
 - Verified letter from employer (must be on company letter head and or include employer contact info)
 - Award letter from College or University – Scholarship, grant, or fellowship
 - Child Support – Court document or verified letter
- Immunization Records:** Must be signed by authorized medical personnel.
- Physical Exam Report:** Please have physician complete Head Start physical form.
- Dental Exam Report:** Please have dentist complete Head Start dental form.
- Copy of child's Medicaid Card** (if applicable)

Please Note:

Once you have all of the required documents turned in, your child will be placed on the waitlist according to their priority score (e.g. income eligible children have priority over over-income children). Please remember that center and class preferences are requests. We will try to accommodate these requests, but children are enrolled into Jeffco Head Start according to their priority scores as vacancies occur.

Please mail or drop off your application to the center nearest you.

5150 Allison St. Arvada, CO 80002

Phone 720-497-7900, Fax 720-898-0664

Or

12725 W. 42nd Ave. Wheat Ridge CO, 80033

Phone 720-497-7680, Fax 720-423-8507

**** If you need assistance in obtaining any of the above documents, or if you have questions, please contact the center nearest you.
Staff will assist you with making copies.**

Visit us @ <http://jeffco.us/head/>

Thank you for applying to Jefferson County Head Start!