

INSTRUCTIONS FOR CLIENT FORMS

- Date and sign **APPLICATION CHECKLIST**
- On **APPLICATION** Fill in ALL information except lower box on right. Just sign and date in that box.
- Read **CLIENT RESPONSIBILITIES AND AGREEMENT** carefully and initial after each statement. Sign and date on Client Signature.
- Read bottom of **INCOME DOCUMENTATION**. **Do NOT fill in this form.** Just answer the bottom YES or NO and sign.
- Read **PARENT/GUARDIAN PROVIDER AGREEMENT** carefully then sign and date.
- **ATTENDANCE VERIFICATION AGREEMENT** must be signed and dated by the client and the provider.
- **EMPLOYMENT VERIFICATION** must be filled out by employer for EACH working adult.

ALSO NEED:

- Check stubs for everyone employed in household
- Proof of **physical address** (current water, gas or electric bill)
- Tribal card and/or CDIB
- Social security cards for everyone
- Birth certificates for children
- Immunization for children (must be up-to-date)
- Divorce / Custody / Guardianship Documents
- College enrollment / Letter from advisor / Class schedule (if applicable)

If self-employed:

- Notarized form stating monthly income
- Current income tax returns