



## ST. JAMES PARISH SCHOOLS HEAD START ROUND- UP

April 26, 2023

8:30-2:00

**St. James Parish Public Relations Building  
1876 West Main St., Litcher, La. 70071  
(Located right behind the school board office)**

*Any child **three (3)** years of age before September 30, 2023, as evidenced by a birth certificate, may apply to the St. James Parish Head Start Program for the 2023-2024 school session.*

### **You will need to bring the following documents:**

- 1.) A copy of an original birth certificate (Parents/Guardians will be given a 6-week grace period to secure a copy of child's/children's birth record.)
- 2.) One of the following proofs of residency:
  - a. an Act of Sale/Mortgage for home or lease agreement/rental contract on company letter head
  - b. Voter's Registration Card (Showing name and address)
  - c. a water or electric bill (Showing name and address)
  - d. Tax Assessor's bill
  - e. a driver's license (if a driver's license is produced a second form of residency from this list is required)
- 3.) If parent/guardian is residing with a friend or relative on a temporary or permanent basis, an official St. James Parish School Board **Affidavit of Place of Residence** must be completed and two of the following proofs for residency in the resident's name (owner of property) must be submitted:
  - a. an Act of Sale/Mortgage for home or lease agreement/rental contract on company letter head
  - b. a Voter's Registration Card (Showing name and address)
  - c. a driver's license
  - d. Tax Assessor's bill
  - e. a water or electric bill
- 4.) A copy of court record to verify legal guardianship, if applicable
- 5.) A copy of student's social security card
- 6.) A copy of your child's immunization records  
West Bank Site--St. James Parish Health Unit – Friday 8 AM-10: 30 AM by appointment only
- 7.) Copy of Child's Insurance Card
- 8.) Proof of income
  - \_\_\_ Two (2) consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD for the current year (within 2 months from the date filling out this application).
  - \_\_\_ An official letter from your employer stating all of the following:
    - Where parent/guardian is employed
    - Hourly rate of pay
    - The average number of hours a parent/guardian works per week.
  - \_\_\_ Snap /Food Stamps-must include the child's name and valid effective dates.
  - \_\_\_ A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.
  - \_\_\_ Current foster care placement agreement from DCFS
  - \_\_\_ Parents who are homeless or unemployed must submit a letter of support and income documentation from a support source.
  - \_\_\_ Other

Note: (Tax documentation is allowable only if no other form of income verification documentation exists).
- 9.) Copy of Parent's Louisiana Driver's License or State issued ID card