

# **GUIDANCE FOR THE VERIFICATION PROCESS**

## **I. Verification of Eligibility**

- A. Verification is confirmation of eligibility for the Winslow Township School District Preschool Program. Verification must include either confirmation of all income eligibility or confirmation that a child is currently certified to receive Food Stamps or TANF (Temporary Aid to Needy Families) benefits.

## **II. Acceptable Documents**

**(This is required for everyone who is earning an income in the household.)**

### A. Income applications

#### 1. Jobs

- A dated paycheck stub or pay envelope that shows the gross amount and how often pay is received
- Letter from employer of the household member indicating gross wages and how often they are paid.

#### 2. Social Security, Pensions, or Retirement

- Social Security retirement benefit letter
- Statement of benefits received
- Pension award notice

#### 3. Unemployment, Disability, or Worker's Compensation

- Notice of eligibility from State employment security office
- Check stub
- Letter from Worker's Compensation

#### 4. Welfare Payments

- Benefit letter from welfare agency

#### 5. Child Support or Alimony

- Court decree
- Agreement
- Copies of checks received

#### 6. Other income (such as rental income)

- Information that shows the amount of income received, how often it is received, and the date received

#### 8. Military Housing Privatization Initiative

- Letter or rental contract showing that their housing is part of the Military Housing Privatization Initiative

#### 9. Self-employed

- Ledger books
- Last quarterly tax statement
- Prior year income tax return

B. Categorical applications Food Stamp/TANF

- Food Stamp or TANF Certification Notice that shows dates of certification
- Letter from Food Stamp or Welfare Office indicating Food Stamps or TANF benefits

C. Foster: Copy of Check

- Looking for wording – Personal Use Income

D. Homeless, Migrant or Runaway

- Contact your school, homeless liaison, or migrant coordinator

**III. Unacceptable Proof**

- W-2 forms
- Family First Card/EBT
- Food Stamp Photo Identification Card
- Medicaid Identification Card
- WIC Identification Card
- NJ Family Care Card

**IV. You have the right to appeal**