



# Albemarle Alliance for Children and Families™

FORMERLY KNOWN AS ALBEMARLE SMART START PARTNERSHIP, INC.

## Initial Intake Checklist

When arriving for intake session, please have all documentation with you. If you do not have the required documentation, the intake session will not be completed and you will have to re-schedule.

Applicant's Name: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Requirements:

1. Eligible County Resident—Bertie, Camden, Currituck, Gates, or Pasquotank

\_\_\_ Proof of residency requires copy of a utility, telephone, cell, or cable bill; Medicaid card or something that shows the applicant's name and current address.

2. Citizenship Requirement

\_\_\_ Applicant or child is a US citizen. Or applicant or child is a legal US non-citizen.

3. Age of the Child

\_\_\_ Child must be between 0-5 years of age and not attending another program such as, NC PreK or a pre-kindergarten program. Proof of age requires a Birth Certificate or alternative record, such as a immunization (shot) record. If the alternative record is used, an official Birth Certificate must be received within sixty (60) days.

4. Income Eligibility (if applicable)

\_\_\_ One month of recent consecutive check stubs or other acceptable documentation such as, a letter from your employer stating wages received or to be received; an Employment Verification Form (EVF); or, if self-employed, the previous year's tax records.

\_\_\_ If receiving Child Support, the three (3) most recent monthly payments on all children in the home.

\_\_\_ Documentation of overtime pay, if received.

**Because of the great demand for Child Care Scholarships, a policy defining priorities for receiving the Scholarship have been defined. Please check all priorities that apply for you and your child(ren).**

First Priority

Siblings of children currently receiving a scholarship will receive first priority.

Second Priority

Teen parents, 18 and under who are still enrolled in a public or private school setting or attending College of The Albemarle to obtain their General Education Diploma (GED) or Adult High School Diploma (AHS) will be given second priority.

Third Priority

Families who meet work/school/other requirements as briefly outlined below and in the Program Procedures Manual.

Please check all that apply:

Parent/responsible adult is employed at least 25 hours per week;

Parent/responsible adult is a full-time student in an accredited postsecondary institution; or

Parent/responsible adult is a combination of a working/student status equivalent to 25 hours per week.

Child and/or children have documented special needs.