



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

**April 21, 2022**

**8:30-2:00**

**St. James Parish Public Relations Building**

**1876 West Main St., Litcher, La. 70071**

**(Located right behind the**

**school board office)**

*We are still accepting applications. Any child **three (3)** years of age before September 30, 2022, as evidenced by a birth certificate, may apply to the St. James Parish Head Start Program for the 2022-2023 school session. COVID- 19 protocols will be followed. Please check [www.stjames.k12.la.us](http://www.stjames.k12.la.us) for protocols and updates.*

**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

*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*