

Certification/Re-Certification Documentation Checklist

The following documents are needed from families for scholarship certification/re-certification:

- _____ 1. Verification of household income (must include latest tax return, 4 current paystubs; or verification of government financial assistance).

- _____ 2. If employed, an 'Employment Verification Form' verifying your days and hours of work each week must be completed by your employer

- _____ 3. If self-employed, you must provide satisfactory proof of self-employment and your days and hours of work. If you are pursuing education or training, provide proof of enrollment.

- _____ 4. If you are currently unemployed, you are limited to a schedule of 6 hours per non-school day, and 3 hours on school days, Monday through Friday, for the next 60 days or until you find work.

- _____ 5. If you are currently qualified as a single parent on the scholarship, you must provide written documentation of you as Head of Household. This can be a lease agreement in your name, utility bills in your name, tax returns in your name, etc...

- _____ 6. If you currently have an untraditional living situation (i.e. living with parents, grandparents, siblings, or significant others), you will be asked to prove how the housing, support, and care is provided to the child within the household.

- _____ 7. A copy of birth certificate of those children living in your household – if we don't have one already.

- _____ 8. If pursuing education or training, a statement of vocational goal must be provided, along with an anticipated completion date and proof of enrollment/payment to an institution. Upon completion of a quarter, semester, or training period, a report card, transcript, or other record must be provided to prove your progress toward the attainment of the vocational goal you originally provided. In a graded program, you must earn a 2.0 GPA or in a non-graded program, pass the program's requirements in at least fifty percent (50%) of the classes or meet the training/institution/college's standard for making adequate progress.

The following documents are required for NYC records, to be completed by North Marin Community Services:

Verify Documents are Completed and Present in Packet – For NMCS Office Use Only

- _____ 1. CDE 9600 Certification/Re-Certification Form (Scholarship Application)
- _____ 2. CDE 9600A (Privacy Notice and Consent Form)
- _____ 3. CDE Income Calculations Worksheet
- _____ 4. Notice of Action (w/ date distributed/handed to family)
- _____ 5. Employment Verification Form
- _____ 6. NMCS/CDE Absence & Enrollment Policies (signed by parent/receiving party)
- _____ 7. Birth Certificates for Children in Household (under age 18)
- _____ 8. Change of Status