

## Documents Acceptable for Verification

Please use this information to identify the type and format of documents accepted to verify child age, household address, and income for the Seattle Department of Education and Early Learning's (DEEL) preschool and child care programs.

Pictures or electronic versions of documents are acceptable.

### Child Age

To verify the age requirement for programs, submit one document containing the child's name and date of birth from this list:

- Birth Certificate
- Medical Record
- Immigration Document
- Passport
- Government Issued Identification

### Address

Families must live in incorporated Seattle to be eligible for DEEL programs. For families in transition, experiencing homelessness, or otherwise unable to provide address documentation, use our Housing Form [found here](#). All documents must include a parent/guardian's full name and be dated within the last three months or identifiable as current. Information on the outside of an envelope is not accepted. Either submit one primary document or two alternative documents.

#### Primary Address Verifications

Submit one document from this list:

- Utility bill
  - Examples include gas, water/garbage, internet, light/electrical, cable, landline phone, etc.
- Home/renter's insurance
- Mortgage document
- Signed rental lease
- Housing agency letter
- Rental receipt

#### Alternative Address Verifications

Submit two documents from different sources from this list:

- Insurance documents
  - Examples include health, car, rental, etc.
- Financial documents
  - Examples include bank statement, credit card statement, student loan statement, etc.
- Income documents
  - Examples include TANF, SSI, paystub, etc.
- Driver's license
  - Must be current
- Other bills

### Income

Submit documentation for all income the parent/guardian(s) in your household receive. Documentation required depends on the income source. If you are enrolling in the Seattle Preschool Program (SPP) and receiving SNAP or TANF benefits, submit current proof of benefits or sign the DSHS Consent Form [found here](#). No additional income verification is required. Families enrolling in the Seattle Preschool Program who are willing to accept full tuition do not need to submit income documentation, instead complete the Full Tuition Form [found here](#).

### Employment

- Most recent three full months of paystubs
  - Paid Weekly? 12 Paystubs
  - Paid every two weeks? 5 to 7 paystubs
  - Paid bi-monthly? 6 Pay stubs
  - Paid Monthly? 3 Paystubs
- Employer letter or email
  - When paystubs from the prior 3 months are unavailable. Include the start date, hours worked, wage, and dated from the last 90 days
- Self-employed
  - Use the Self-Employment Form [found here](#)

### Child Support

- Court ordered
  - Official document with the amount
- Other
  - Use the Child Support Form [found here](#)

### Student

- Financial aid
  - Award letter & tuition statement
- Work study
  - Award letter or supervisor letter with hours/wage

### Other Income

- Public cash benefits
  - Current award letter (TANF, SSI, or other cash benefits) or sign the DSHS Consent Form [found here](#)
- Other Income
  - Three months of statements
- Rental income
  - "Schedule E" tax document from the most recent tax year