

ADDRESS VERIFICATION

Policy

Enrollment in the Denver Preschool Program is open to all families living in Denver. A valid Denver address is defined as an address within the City and County of Denver that can be found on the www.denvergov.org website.

Documentation of family residency at the valid Denver address is required.

Acceptable Verification (must have all general requirements on at least one Document from the list)

The term 'Current' describes the verification item being current as of the application signature date. If the document is monthly, it needs to be dated within 6 months of the application sign date. If its annual, it needs to be dated within a year of the application sign date.

General

- One of the parents/guardians on the DPP application is listed on the documentation provided
- The child's home address as listed on the application is listed on the documentation

Acceptable Documents

- Utility bill such as a gas, electric, water or cable
- Copy of current lease agreement
- Copy of current monthly mortgage statement
- Copy of property tax statement
- Copy of current homeowner/renter's insurance policy
- Property record from denvergov.org, this must have the internet URL listed at top or bottom of page
- Affidavit from landlord (or relative) with a copy of a utility bill matching landlord/relative's name
- Affidavit from a shelter that lists the parent/guardian's name
- DPS Affidavit or Homeless Advocate letter
- McKinney Vento Verification Form
- Document for low-income housing such as the Housing Authority

Not Acceptable Verification

General

- The parent/guardian on the DPP application is not listed, does not match the name on the documentation provided or is illegible
- The home address is not listed, does not match home address on the application or is illegible

AGE VERIFICATION

Policy

1) Child is 4 years old on or before October 1 of the application school year

AND

2) The application year is the child's last year of preschool before attending kindergarten

OR

3) If the child does not meet the age requirement, but is enrolled in his/her last year of preschool before kindergarten; a letter from the future kindergarten of the child (with signature) indicating that the child will attend that kindergarten the year following DPP 4-year-old preschool. DPP still holds the final decision on whether or not the exception is granted.

Note: Tuition credit is valid for only **one** school year per child.

Acceptable Verification (must have one of the following)

- Copy of birth certificate
- Copy of baptismal record showing the child's name and date of birth
- Copy of hospital birth record or copy of hospital record containing the date of birth
- Copy of court document containing the name of child and date of birth
- Copy of passport (under the age of 15, passports are valid for 5 years)
- Copy of immunization record showing the child's name and date of birth
- U.S. Department of Homeland Security Document I-94 displaying child's name and DOB

Not Acceptable Verification

- Any document that is illegible
- Any document that does not contain the name and date of birth of child
- Affidavit

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INCOME VERIFICATION

Policy

Submittal of income verification is optional; if parent or guardian chooses to not provide verification of income, they are choosing the minimum level of financial assistance.

If income is reported, verification of one month's (4 consecutive weeks) gross income is required, for at least one parent/guardian reporting income in section IV of the DPP application. If more than one month's income is submitted, the most recent documents are used for the calculations.

A completed and signed DPP Income Affidavit has priority over other income documentation submitted for the same parent(s)/guardian(s). The income affidavit is considered both the application and verified annual income in the database, therefore the amount on the affidavit overrules any previous application amount.

Final Monthly DPP Tuition Credit cannot exceed the Provider's Monthly Tuition charged to the applicant family.

Acceptable Verification

General

- Parent/guardian name on application income is listed on the income documentation
- Documentation is current
 - *The term 'Current' describes the verification item being current as of the application signature date. If the document is monthly, it needs to be dated within 6 months of the application sign date. If its annual, it needs to be dated within a year of the application sign date.*

Documents – Work Income

- Pay stubs reflecting a minimum of 4 **consecutive** weeks of gross pay
- Annual Wage or Earning Statement on company letterhead
- Income Tax Return (form 1040, 1040A or 1099) or W2 form
- Employer letter or affidavit on company letterhead
- A completed and signed DPP Affidavit form within 1 year of the application date

Documents – Non Work Income

- Annual statement of award for unemployment insurance benefits
- Annual retirement statement of award
- Monthly pension statement
- Social Security (SSI) or Social Security Disability (SSDI) award letter or statement
- TANF statement of award
- Food stamps award statement with state seal at top of page
- Copy of court ordered child support/alimony/maintenance
- Copy of Trust income statement
- Copy of Colorado Child Care Assistance Program (CCAP) award statement
- A completed and signed DPP Affidavit form within 1 year of the application date

Not Acceptable Verification

General

- Parent/guardian name is not listed or does not match name on the application or is illegible

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