Rock/Walworth Comprehensive Family Services, INC.

Head Start/Early Head Start Application Packet

 **Program Year: 24 - 25**

Welcome to our Head Start/Early Head Start Program, thank you for your interest in our services. We are a complete early childhood education/family program providing a positive environment and developmentally appropriate school readiness experiences.

Placement is based on the needs of a child/family, we are not a first come, first served program. Proof of income and interview are required as part of the application process.

**Completing the application packet is not a guarantee of placement.**



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| **WE ARE AN INCOME BASED PROGRAM AND WILL NEED YOUR 2023 INCOME:** |
| If you *currently* receive **ONE** of the following, we will need verification. Example: award letter or current statement.►**SSI ►W2 Cash Assistance ►Food Stamps/Food Share ► Foster Care/ Kinship Care** **If none of these apply to you, please send a copy of all incomes below that apply:** **● 2023 Tax Return ● 2023 W2 Employer Statement(s) ● SSDI ● Caretaker’s Supplement** **● 2023 Child Support received for all children in the home ● Unemployment**  **● Earnings statement from the employer ● Written statement for cash earnings****If none of these apply to you, please contact the enrollment office.**  |

**APPLICATION CHECKLIST**

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|  | **Application-**done in pen, signed/dated |
|  | **Interview –** done by staff in person or by phone |
|  | **Proof of earnings -** 2023 |
|  | **Current Physical and Dental Exam (for children ages 1 and up)** |
|  | **4K/P4J School District Paperwork -** Beloit & Janesville only (4 on or before September 1st) |

Please allow up to 30 days for processing the application. Incomplete apps. are not considered for placement. Placement for fall begins in July. Please reach out to us with updated contact information.

**We cannot serve your child if we can’t find you!**

If you have any questions or need help with anything, please call/email us:

 **Janice Kuchelmeister** **Nancy Marx Dee Cervantes**

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► 1221 Henry Ave., Beloit, WI 53511 ► Phone: (608) 299-1500 or 1-800-774-7778 ► Fax: (608) 299-1629

