

Family Guidance Center of Alabama  
2358 Fairlane Drive  
Montgomery, Alabama 36116  
Telephone: (334) 270-4100  
Fax: (334) 244-1689

WAITING LIST ELIGIBILITY REQUIREMENTS

\_\_\_\_\_  
Date

County: \_\_\_\_\_

Dear CLIENT:

You have contacted our office to be placed on the waiting list for child care services. In order for us to determine if you are eligible, you must complete the enclosed application and return the following required documents:

\_\_\_\_\_ Check stubs for last four weeks of employment (client and spouse)

\_\_\_\_\_ Proof of residence (utility bill/ lease, or 3 non- related statements)

\_\_\_\_\_ Verification of any other family income received (i.e. .Family Assistance (FA), SSI, Social Security, Pensions, Unemployment Compensation, etc. by you or any other member of your household;

\_\_\_\_\_ Current class schedule (if applicable)

\_\_\_\_\_ Picture ID or Driver's License (client and spouse)

\_\_\_\_\_ Birth Certificates for all household family members under the age of 18

\_\_\_\_\_ Medical documentation for any disabled parent (if not employed)

\_\_\_\_\_ Complete and return the attached Application.

\_\_\_\_\_ The name and address of the day care you wish to use \_\_\_\_\_

Please remember that we must receive all of the above information in order to complete the application process. **Failure to submit all required information will result in denial of application.** No additional reminders will be mailed to you; however, you may call (334) 270-4100 if you have any questions or concerns.

Your application and required documents may be submitted to your local Family Guidance Center office or mailed to:

Family Guidance Center of Alabama  
2358 Fairlane Drive  
Montgomery, Alabama 36116

Sincerely,

Linda Thomas  
Waiting List Specialist, extension 205