

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

INITIAL ELIGIBILITY REQUIREMENTS

Dear Client:

You have contacted our office for initial application for child care services. In order for us to determine if you are eligible, please complete and return the following required document(s):

- _____ Check stubs for last four weeks of employment (client and spouse) (must be working a minimum of 15 hours per week)
- _____ Proof of residence (lease or utility bill etc., must be within the last 30 days)
- _____ 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 official class schedule (if applicable) (must be a full-time student)
- _____ 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)
- _____ Completed application with Parent Agreement and Parental Choice signed and dated
- _____ 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.** If you have any questions, please feel free to call us at (334) 270-4100.

Your application and required documents may be submitted to your local Family Guidance Center office, faxed to (334) 244-1689 or mailed to:

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