



BI-CAP Head Start: Prenatal to Five APPLICATION COMPLETION CHECKLIST



Serving pregnant women and children age birth to 5 years in Beltrami and Cass Counties.

Contact Phone Numbers

Backus/Pine River Head Start and Early Head Start - 218-333-9907
 Bemidji Head Start and Early Head Start - 218-333-9864
 Blackduck Head Start and Early Head Start - 218-333-9913
 Kelliher Head Start - 218-647-8286 ext. 1120 or 218-333-9913
 Walker Head Start - 218-333-9907

CHECKLIST FOR COMPLETING THE APPLICATION:

- Provide proof of income:**
 - Federal Tax Form 1040 (*The page showing the gross income is needed*)
 - **AND/OR – copies of all of the following you receive:**
 - W-2's for all employment
 - Pay stubs – **for the last 12 months**
 - Child support – court documentation or statement
 - Unemployment benefits – printout
 - SSI award letter or statement
 - Grants or scholarships
 - MFIP – Printout from the County
 - Social Security Benefits – award letter or bank statement
 - Any other income not listed above
 - **OR** – If you currently do not have an income, please request a “Zero Income” form
 - **OR** – If you are currently Homeless, please request a “Homeless Verification” form
- Foster Care or Guardianship**
 - Provide documentation of Foster Placement, Guardianship or Custody
- Health Information**
 - Your child's immunization record
 - A current physical exam for your child (within the last 12 months) including a LEAD
 - A current dental exam for your child (within the last 6 months)

A Staff person will be contacting you for the above information. When the required information has been provided the application will be processed and you will be notified of your child's status with Head Start. The application will be valid for the current school year. Please let us know if your address or telephone number change so we can update your child's application.