



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



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

## Contact Phone Numbers

Bemidji Head Start and Early Head Start - 218-333-9864  
 Blackduck Head Start and Early Head Start - 218-333-9913  
 Pine River/Backus Head Start - 218-333-9901  
 Walker Head Start - 218-333-9901

### 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**
    - Unemployment benefits – printout
    - Grants or scholarships -after tuition and school fees
    - MFIP – Printout from the County
    - SNAP – Printout from the County or Picture of the front of SNAP card
    - Social Security Benefits (SSI) – 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 “McKinney Vento Questionnaire”
- Foster Care, Kinship Care or Guardianship**
  - Provide documentation of Foster Care Placement, Kinship Care 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.