

## Application Documentation Checklist

**Thank you for your interest in Orange County Head Start Inc.'s (OCHS) Education and Child Care Program. The following documents are needed in order for us to process your application:**

**Proof of Birth Date** Submit one of the following:

- ◇ Birth Certificate
- ◇ Passport
- ◇ Hospital Birth Certificate
- ◇ Foster Care Agreement Documents
- ◇ Court orders regarding child custody
- ◇ Adoption Documents
- ◇ Proof of Pregnancy - Physician Letter
- ◇ Immunization Records (Must include child's full name and date of birth on all sides/copies)

**Proof of Income** Submit all sources of income for each parent living in the household:

- ◇ All 2021 W-2s
- ◇ Consecutive Pay Stubs (one month's worth)\*
- ◇ SSI <sup>†</sup>
- ◇ TANF Cash Aid <sup>†</sup>
- ◇ SNAP CalFresh <sup>†</sup>
- ◇ Adoption Assistance\*
- ◇ Valid Foster Care Agreement Documents
- ◇ Grants/Scholarships (per semester or quarter)
- ◇ Child Support\*
- ◇ Unemployment\*
- ◇ Disability\*
- ◇ Cash Payments/Family Support (Must Complete an OCHS Self-Declaration Form)\*
- ◇ Zero Income (Must Complete an OCHS Zero Income Verification Form)\*
- ◇ 1099-MISC for 2021
- ◇ Social Security\*
- ◇ Letter from a person providing financial assistance for the family
- ◇ Military Pay\*

\* Document cannot be dated older than **1 month** from the date of the completed application.

<sup>†</sup> Document cannot be older than **3 months** from the date of the completed application.

**Immunizations** Submit up-to-date Records

- ◇ Child's full name and date of birth must be included on all sides/copies of the immunization record

**Proof of Identified Disability for child, if applicable** Submit one of the following:

- ◇ Individual Education Plan (IEP) ◇ Individual Family Service Plan (IFSP)

**\*Work/Training Hours Verification Form/Class Schedule** Required to be submitted if applying for (10 hour) Full Day Program prior to eligibility determination interview.

\*To be considered for Head Start or Early Head Start Full Day center base program (10 hour/day), parents/legal guardians must submit proof of one of the following:

- ◇ Working/job training program 25+ hours Monday-Friday; or
- ◇ Attending school at least 9 units; or
- ◇ An equivalent combination of working/job training program and attending school.

**Please bring all required documents to the nearest OCHS Center or Administration Office.  
You may also apply online at [www.ochsinc.org](http://www.ochsinc.org) and submit the required documents to [enrollment@ochsinc.org](mailto:enrollment@ochsinc.org). We look forward to assisting you!**

**Administration Office**

**2501 S. Pullman Street, Ste. 100 • Santa Ana, CA 92705 • 714-241-8920 • efax 714-640-2332 • [www.ochsinc.org](http://www.ochsinc.org)**

**Head Start (3 to 5 Year Olds) —Part Day (PD) Class 3hrs 30m AM/PM sessions • Full Day (FD) Class —10 hrs session • Home Base (HB) Program—1hr 30 min weekly Home Visit**  
**Early Head Start (0-3 Year Olds) Class —7:30AM—5:30PM • Toddler (TOD) Class (2 Year Olds) Class 7:30AM—5:30PM • Home Base (HB)—1hr 30 min weekly Home Visit**

CITY	CENTERS	CENTER ADDRESS	TELEPHONE	HS PROGRAMS	EHS PROGRAM
ANAHEIM	Baden Powell	801 S. Gaymont St., Anaheim 92804	(714) 236-4224	PD • FD	TOD
	Franklin & Home Base West	506 South Janss St., Anaheim 92805	(714) 399-2100	PD • FD • HB	TOD • HB
	Walter	9200 Pacific Place, Anaheim 92804	(714) 761-4967	PD • FD	TOD
	Schweitzer	211 S. Dale Ave., Anaheim 92804	(714) 229-8790	FD	TOD
BREA	Brea	480 N. State College Blvd., Brea 92821	(714) 241-8920	FD	TOD
BUENA PARK	Buena Park	6725 Dale St., Buena Park 90621	(714) 521-1909	FD	TOD
	Buena Park EHS & Home Base North	6625 Dale St., Buena Park 90621	(714) 367-1111	HB	TOD • HB
	Centralia	6627 La Cienega Dr., Buena Park 90620	(714) 228-9004	PD • FD	TOD
	Crescent	5620 Crescent Ave., Buena Park 90620	(714) 699-5930		0-3 • TOD
COSTA MESA	Matt Kline	2043 Meyer Place, Costa Mesa 92627	(949) 548-4480	FD	0-3 • TOD
FULLERTON	Andrews	1231 E. Chapman Ave., Fullerton 92831	(714) 888-1201	FD	0-3
	Fullerton	341 S. Courtney Ave., Fullerton 92833	(714) 447-3005	PD • FD	TOD
	Topaz	1600 Sapphire Road, Fullerton 92831	(714) 854-1534	FD	0-3 • TOD
GARDEN GROVE	Doris L. Wood	10871 Acacia Pkwy., Garden Grove 92840	(714) 823-4800	PD • FD	TOD
HUNTINGTON BEACH	Jeanne Hardy	17175 Emerald Lane Huntington Beach 92647	(714) 842-1221	FD	TOD
LA HABRA	Lambert	1060 W. Lambert Rd., La Habra 90631	(562) 501-2570	PD • FD	TOD
ORANGE	Center	18702 E. Center Ave., Orange 92869	(714) 997-4980	PD • FD	TOD
	Hewes	392 S. Hewes St., Orange 92869	(714) 639-4187	FD	
PLACENTIA	Placentia	840 S. Melrose St., Placentia 92870	(714) 632-8787	FD	0-3 • TOD
	Ruby Drive	601 Ruby Dr., Placentia 92870	(714) 854-8787		0-3 • TOD
SAN JUAN CAPISTRANO	Capo Valley	31485 El Camino Real San Juan Capistrano 92675	(949) 661-8029	PD • FD	TOD
	E.L. Villegas	32204 Del Obispo St. San Juan Capistrano 92675	(949) 661-5243	FD	0-3
SANTA ANA	Delhi	505 E. Central Ave., Ste. A, Santa Ana 92707	(714) 361-8866	FD	
	Glenn Martin	1008 W. Russell Ave., Santa Ana 92707	(714) 427-1290	FD	TOD
	Home Base East & South	2501 S. Pullman St. Ste. 100 Santa Ana 92705	(714) 241-8920	HB	HB
	K.I.D.S.	1002 W 2nd St., Santa Ana 92703	(714) 541-8164	FD	0-3 • TOD
STANTON	Carver	11150 Santa Rosalia St. Stanton 90680	(714) 230-3814	FD	
	Stanton	8050 Chapman Ave., Stanton 90680	(714) 230-3814	PD • FD	0-3
WESTMINSTER	Hope	13841 Milton Ave., Westminster 92683	(714) 230-3832	PD • FD	
YORBA LINDA	Oakcrest	22733 Oakcrest Circle, Yorba Linda 92887	(714) 787-1436	FD	

**Head Start and Early Head Start Home Base throughout Orange County**