



After completion of Pres-Screen or Waitlist Application. We ask you to please gather the required documents in order to expedite your application process. These Forms will be sent through email and digitally signed once we begin to start the Scholarship Approval Process or Job Search.

!!! Please Have Required Documents Ready !!!

***All Documents must be Current within past 3 months**

Children Proof of Age and Citizenship (One of the following)

- ☐ Birth Certificate / Passport / Hospital Record / TANF / Food Stamp Benefits / Medicaid / School Record/ School ID Card / Adoption Papers on Records, Child Support Paternity Records / Divorce or Court Custody Decree

Children With Disabilities (One of the following)

- ☐ ARD, IEP, 504, or SSI Letter

Parent Proof of Residence (One of the following)

- ☐ Current Driver License\ Most Recent Utility Bill (physical address must include service address) / Lease Agreement / Homelessness Determination Residency Information Form

Parent(s)Who Are Employed (Both Parents)

- ☐ Most recent Pay stubs for the last 13 weeks for each job.
 - o Weekly = 13 / Every 2-weeks = 7 / bi-monthly = 6 / monthly = 3

Parent(s) that are Searching for a Job

- ☐ Enrolled in Work in Texas ([WorkInTexas](#))

Parent(s) Who Are Paid Cash or New Employment: (Both Parents)

- ☐ Employment/Income Verification Form (**Download**)

Parent(s) who are self-employed: (Both Parents)

- ☐ IRS Form 1040 and Schedule C
- ☐ Statement of Revenue and Expense Income (**Download**)
- ☐ Self-Employment Activity Sheet (**Download**)



A proud partner of the American Job Center Network

Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: 711 (Voice) or 1-800-735-2989 (TTY).



Parent(s) Who Attend School or Training: (Both Parents)

- ☐ For College -- Class Schedule, Degree Plan, and Transcript
- ☐ For Vocational Training – School Letter or School Enrollment Paperwork and Enrollment Verification Form Completed by the School (**Download**)
- ☐ For High School – Class schedule or pre-schedule

Parent(s) Additional Reportable Income: (Both Parents)

- ☐ Workers Compensation
- ☐ Alimony
- ☐ Rental Income
- ☐ Social Security Disability Insurance (SSDI)

Parent(s) Using Relative Care:

- ☐ Proof of the relative caregiver residence
 - Current Utility Bill, Lease Contract, Texas ID Card, or Valid Driver license
 - ☐ Copy of Relative Care Provider's Child Care Licensing Listing Certificate
- *Relative Care packet is available upon request

Daycare Preference (2)

[Solutions for Job Seekers](#) | [Workforce Solutions Borderplex](#) | ([borderplexjobs.com](#))

- | | |
|---|---|
| <input type="checkbox"/> Name: _____ | <input type="checkbox"/> Name: _____ |
| <input type="checkbox"/> Address: _____ | <input type="checkbox"/> Address: _____ |
| _____ | _____ |

These Forms will be E-Mailed and Must Be Read, Complete and Digitally Signed

- | | |
|---|---|
| <input type="checkbox"/> Residency Information | <input type="checkbox"/> Parent Agreement to Report Child Care Attendance |
| <input type="checkbox"/> Income Required to Be Reported | <input type="checkbox"/> Orientation to Complaints |
| <input type="checkbox"/> Eligibility Certification for Services | |
| <input type="checkbox"/> Rights and Responsibilities | |

If you need assistance or have any questions

Please contact or staff at 915-519-7665 between the hours of 8:00am to 5:00pm or email us at: eligibility.ccs@broderplexjobs.com



A proud partner of the American Job Center Network

Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: 711 (Voice) or 1-800-735-2989 (TTY).