

HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT

EDUCATION APPLICATION REQUIREMENTS

All requirements listed below **MUST** be provided to our office at the time of scheduled appointment. Additional documents may be required. Only complete packets will be accepted, which includes verification for **ALL MEMBERS OF THE HOUSEHOLD**. **Any incomplete application or documentation will not be accepted and will result in a forfeit of the appointment.**

VERIFICATION DOCUMENTS:

- Identification (One (1) form for EACH member of household**

Adults:

- Driver's license or State ID
- Immigration verification (green card)
- Military Photo ID
- VA Identification card with DD214
- Passport
- Certificate of Naturalization

Minors: Exemption: If not available, no ID required for newborns within first 60 days

- Driver's License or State ID
- Immigration verification (green card)
- Birth certificate
- Immunization records, with government seal or letterhead; passport
- Certificate of Naturalization

- Social Security Number Verification (One (1) form for EACH member of household)** - documentation must include full name and full social security number:

Exemption: If not available, no SS required for newborns within first 60 days

- U.S. Social Security Administration (SS card)
- Official **STAMPED** document from: Florida Department of Children and Families
- U.S. Department of Veteran's Affairs
- U.S. Internal Revenue Service
- Official school documentation (i.e. transcripts)

- Two (2) separate verifications of Hillsborough County residency with physical address** - at least one verification must be at current physical address:

- Driver's license or state ID
- Current lease agreement
- Mortgage Statement
- Homestead Exemption Documentation
- Verification of Home Ownership
- Rent receipt listing: date, property address, landlord's name and contact information (excluding motel, hotel, or extended stay receipts)
- Public utility (water, gas, electric) bill **NO Counter Bills**
- Vehicle registration
- Voter registration card
- Verification of child school enrollment
- Recent historical record of residence documented through a County department or other social service agency's case record
- Canceled mail (envelope) from a federal, state, or county agency
- Declaration of Domicile recorded **STAMPED** with the Clerk of the Circuit Court of Hillsborough County

- Income Guidelines** Gross income at or below **125% of Federal Poverty Guidelines**

Verification of income (Gross income for ALL household members for the past 30 days, from day of appointment:

- Employment pay statement
- Award letters or print out for: SSA benefit
- Unemployment
- Temporary Assistance for Needy Families (TANF)
- Affidavit of Support, Child Support, Alimony, Workman's Compensation, Pension/Retirement/Cost of living allowance
- Strike Benefits from Union Funds
- Foster Independent Living Programs payments
- Annuity/Insurance
- Education Assistance (allotted for living expenses)
- Long term/Short Term Benefits
- Rental income receipts or statements
- Bank Statement (eBay, PayPal, and cash deposits only)
- Crimes Compensation letter
- Other income (**If applicable: Employment Verification form; Certificate of Relative/ Friend Financial Assistance form; Letter on letterhead from last employer with dates and gross wages**)
- For non-verifiable income (Self-Employment: Odd jobs or paid in cash, Cash from a relative or friend, or No income): Self-Declaration form**

- Verification of Resources:** Current award letters with benefit amount for: Food Stamps; Section 8/HUD/THA

- GED Test** – passing score on prep test

- Post-secondary Education Courses:**

- Meet with a Career Counselor
- Course must meet Labor Market Standards
- Must apply for Pell Grant and other resources first, if applicable (verification may be required)
- Current Course Fee Sheet
- 2.0 GPA or above, if applicable

- ENROLLMENT DATES:**

- **GED enrollment cut-off Block 1:11/30; Block 2: 4/30**
- **Post-Secondary begins 60 days from start of class**

Date: _____

Customer Name: _____

HILLSBOROUGH COUNTY SOCIAL SERVICES DEPARTMENT **MISSING EDUCATION APPLICATION REQUIREMENTS**

On the day of your appointment, all required documents were not submitted and eligibility could not be determined. Please schedule a new appointment and return with all the requirements presented today as well as the missing documents listed below.

1. Identification (One (1) form for EACH member of household –

Missing Verification list names:

2. Social Security Number Verification (One (1) form for EACH member of household) documentation must include full name and full social security number:

Exemption: If not available, no SS required for newborns within first 60 days.

Missing Verification list names:

3. Two (2) separate verifications of Hillsborough County residency with physical address at least one verification must be at current physical address:

1. Residency 1 _____

2. Residency 2 _____

4. Income Guidelines Gross income at or below [125% of Federal Poverty Guidelines](#)

Verification of income (Gross income for ALL household members for the [past 30 days](#), from day of appointment.

5. Verification of Resources: Current award letters with benefit amount for: Food Stamps; Section 8/HUD/THA

6. Education Requirements: GED prep test results, Pell Grant results, course fee sheet, current GPA, etc.
