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
  - 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
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

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

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