



Intake Information

The following list of documents is needed for your child's enrollment into the program, if applicable to your family. Please bring any of the documents you may currently have with you to your appointment, and a Family Support Specialist will assess and then assist with any additional documents that may be needed.

- Child's birth certificate
- Immunization records for your child
- Provider One card or Health Insurance information
- Recent well-child exam (within past 6 months)
 - Including hearing and vision exam results
- Recent dental exam for your child (within past 6 months)
- Name/address/phone number of your child's doctor/clinic
- W-2 or DSHS/Benefit letter (to verify income)
- DSHS case number (if applicable)
- The amount you receive each month for WIC, food stamps, and TANF
- SSI (if applicable)
- Homeless verification from shelter/transitional housing **or** current lease/rental agreement
 - Must include all names of those residing in the household
- Childcare subsidy letter
- Emergency contact person(s) - name/phone number

Please note that the intake process is approximately 1.5 – 2 hours. Please plan to allow yourself this much time for us to review Wellspring Family Services Early Learning Center's policies and complete all necessary paperwork. If you need to reschedule or cancel your appointment, PLEASE let us know as soon as possible.

We look forward to meeting with you to discuss our program!

Ty Lewis
Lead Family Support Specialist
(206) 826-3033

Valentina Salazar
Family Support Specialist
(206) 902-4253