

LIST OF NECESSARY DOCUMENTS FOR DETERMINING ELIGIBILITY

1. Birth Certificates and Social Security cards for yourself and your children.
2. You must provide verifications of earned income: twelve current consecutive weekly pay stubs **OR** six current consecutive biweekly pay stubs, including gross income. For newly obtained employment, you must provide a statement from your new employer verifying your start date, rate of pay, and the number of hours you are scheduled to work each week.
3. Verification of unearned income from sources such as: child support or social security benefits.
4. Absent parent information for all applying children. The name, address, date of birth and social security number for all absent parents living outside the household.
5. Child Care Enrollment Form
6. Child Care Subsidy Policy Statement
7. Employment Questionnaire
8. A Shelter Verification Form or Lease completed by a non-relative landlord and two (2) Household Verification statements from non-relatives and a current piece of mail with your name and address on it.
9. Divorce Decree, Separation Agreement and/or Verification of Court Order Child Support/Child Care Support
10. Acknowledgement of Income Standards for applicants applying for Low Income Child Care Assistance.