



Child Care Application Requirements

When being considered for Child Care Assistance, the following are required to determine eligibility:

1. The enclosed application.
2. Your pay stubs for the past 8 weeks (Note: if you work 6 days/wk and need care for the 6th day, you must submit a statement from your employer verifying this) or;
 - a. If you have been employed less than 8 weeks, your employer needs to complete the enclosed employer's statement (contact the agency for this statement)
 - b. If you are going to school, you need to submit your class schedule and a statement from the school concerning your course of study and anticipated date of completion.
3. Current bank statement(s) for any interest-bearing checking or savings account(s);
4. Verifications of any other type of income you or your children may be receiving (e.g., Child Support, Soc. Sec., SSI, dividends earned, or financial aid award letter);
5. Custody order(s).
6. Statement as to why the absent parent is not available to provide care while you are working.
7. Provider forms completed by provider if not already licensed by the Child Care Council. You will have to contact the agency for these forms.
8. W-9 form, Rate Sheet and Time and Attendance paperwork need to be completed after the new provider becomes licensed. You will have to contact the agency for these forms.
9. More information may be required upon review.

Child Care Unit