



ELIGIBILITY DOCUMENTATION LETTER

To be considered for the Child Care Voucher Program, you must be currently working and/or attending school or participating in an eligible IMPACT activity or have a referral from your DCS worker.

To determine eligibility, the items listed below are needed from you and your spouse and/or child's father, if applicable. *NOTE:* Without all of the proper documentation, we will not be able to complete your appointment and process your application.

1. Valid Proof of Identity

- *Parent(s)*
 - Parent(s) driver's license, state ID, passport, military ID, school ID or work ID
- *Child(ren)*
 - For all children in household, date of birth **MUST** be listed on the document.
 - Valid documentation includes: Birth certificates; hospital issued certificate of birth; birth confirmation letter; ICES screen; court record of adoption, paternity, or foster placement; passport; permanent residency card; Medicaid card if it show child's birthdate; immunization records or school records or state ID
- *Foster Parents*
 - All of the above plus a valid foster parent license that matches the foster parent's residency verification and current placement letter from the DCS/Foster agency caseworker signed or current per diem documentation with child(ren)'s name on it or court placement order or state form 3319.

2. Proof of Service Need

**Working, attending school or participating in TANF/IMPACT Program*

If working/employed

- *Pay stub or cancelled check*
 - Submit at least one pay stub which must be within 60 days from applicant signature date on state form 805 or Parent/Applicant Worksheet. Check stubs must include your name AND gross wages OR at least one cancelled check (front and back), which must be within 60 days from applicant signature date on state form 805 or Parent/Applicant Worksheet. Cancelled checks must include: employers name imprinted in the upper left corner of check; applicants/co-applicants name on pay to the order of line; current date on date line; amount paid; check has been fully negotiated (cashed) as evidenced on the back of the cancelled check by the financial institution.
- *Wage Detail Form*
 - The wage detail form must be completed by employer. A computer generated wage history summary from your employer or State Form 54092 may also be accepted.

If starting new job

- A signed statement from employer showing date hired and anticipated work hours per week on company letterhead OR including the employer's Employee Identification Number (EIN) OR includes the business card of the individual signing the statement.

If in school

- If you are attending an education program through a certified or accredited education/training organization or institution, then you must provide current school documentation. Documentation requirements include: student name, school name, credit hours taken and/or hours of participation, and semester dates or begin and end date, if applicable.
- *Note:* Those with two associates, one four (4) year degree, or masters program do not qualify for CCDF services

If TANF/IMPACT

- *Referral form*
 - For new TANF/IMPACT clients, this was sent by your worker to Children's Bureau

If DCS (Department of Child Services)

- A written statement from CPS caseworker indicating the child(ren) are living in their own home, the child(ren) need care outside their own home, amount of care needed per week, CPS caseworker's contact information. (This is for biological parents only.)

3. Verification of Residency

- Must be valid/received in the previous 60 days of your signature date
- Proof of residency document must include: name of applicant or co-applicant; complete address (includes street address) and city and/or zip code; and dated no more than 60 days prior to applicant signature date on State Form 805 or Parent/Applicant Worksheet. A lease for the current lease period may be accepted.

4. Verification of Other Income Sources (if applicable)

- Social Security (SSI) benefit letter
- Current unemployment print out showing income within 30 days from applicant signature date
- Current TANF benefit letter (any TANF/IMPACT clients must have referral and all ICES screens)

5. Information from CCDF qualified childcare provider

- Provider Information Page completed by a licensed or certified CCDF provider only.
- *Note:* The Provider Information Page must be completed by your CCDF childcare provider before your interview.
- To determine if your child care provider is CCDF eligible contact Child Care Resource and Referral Line (CCRR) at 1-800-299-1627 (**If you work for the child care provider where your children attend you must provide the agency parent provider form**)

DOCUMENTATION QUESTIONS?

Call our direct line at (219) 757-1957 or our toll-free number at 1-844-757-1957.