

Child Care Application Checklist

Case Name: _____

_____ **Application** – Applicant completes, signs, dates and returns.

_____ **Reporting Notice** – Applicant reads, signs, dates and returns.

_____ **Schedule / Travel Time form** – Applicant completes, signs and returns.

_____ **Employment Verification form** – Completed and signed by your employer and returned.

PLEASE ENCLOSE PHOTOCOPIES (IF POSSIBLE) OF THE FOLLOWING DOCUMENTS:

_____ **Documentation of address** – any bill or letter with the address listed on the envelop

_____ **Birth Certificates** (or driver's license) for everyone in the family.

_____ **Social Security Cards** for everyone in the family.

_____ **Verification of all income** (if applicable) such as:

_____ *Pay stubs for at least the past 4 weeks, up to 3 months*

_____ *Award letters (Social Security, Veterans, SSI, etc.)*

_____ *Copy of last year's income tax return (especially if you are self-employed)*

_____ *Other income verification*

_____ *Employer verification of 3 months' income*

_____ *Child support (include court order). If you have a child whose parent is not in the household, **it is a requirement** of eligibility that you pursue child support, either through our Support Unit or privately. If done privately, you must submit verification; i.e. Letter from attorney, court order, etc.*

_____ **Verification of College attendance and class schedule.** If you are applying for assistance while you attend college, your course of study must be completed in 2 years in order to be eligible for child care assistance.

_____ **Child care provider's: Name** _____

Address _____

Phone _____

If you do not have a child care provider, please call the Schuyler County Child Care Coordinating Council at (607) 535-7964 for a referral. Or you may visit their office at 235 S. Catharine St., Montour Falls.

Please follow the above instructions, return all forms and copies of documents