# Child Care Acceptable Documentation Checklist\*

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| **FAMILY ELIGIBILITY CRITERIA** | **ACCEPTABLE DOCUMENTATION****Provide one document from this list for each criterion** |
| * **Resident of the Gulf Coast Workforce Development Area**

**Counties serviced**: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton | * Current utility bill: electric, gas, water (**address matches application**)
* Cable bill (**showing current address and matching application**)
* Pay stub (**if address is printed on stub and matches application**)
* Rent receipt (**showing current address**)
* Lease agreement
* Mortgage statement (**if you purchased the home**)

**Note:** If you currently live with someone and cannot provide one of the documents above; have the person you live with provide a letter stating you live with them, a copy of one of the documents above, which has their name on it, and their contact information* School record (**if address is printed on record and matches application**)
* Section 8 Voucher or Public Housing Award letter
* Homelessness determination
* Public assistance/social service records
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| * **Child’s Citizenship/Immigration Status**

 New applicants: Provide one of the documents for each child needing child care. Parents recertifying: Provide only for children you are requesting to add to child care. A parent’s citizenship or immigration status is not required for eligibility. | Citizenship:* Birth certificate
* Current U.S. passport
* Hospital record of birth (**must be stamped by the hospital**)
* Church or baptismal record (**must have mother’s name**)
* Public assistance/social service records

Legal immigrant/Qualified Alien:* Immigration form I-551 (“green card”)
* Immigration form I-94, stamped with applicable rule citation(s)
* Immigration form I-571 (Refugee Travel Document)
* Order from immigration judge
* Cuban/Haitian passport showing 501(e)
* USCIS petition and supporting documents
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| * **Child’s Age (Under 13 or under 19, if disabled)**

New applicants: Provide one of the documents for each child needing child care. Parents recertifying: Provide only for children you are requesting to add to child care.  | * Birth certificate
* Current U.S. passport
* Hospital record of birth
* Church or baptismal record
* Public assistance/social service records
* School records
* School identification card
* Native American tribal document
* Adoption papers or records
* Child support paternity records
* Divorce or court custody decree
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| * **Child’s Disability**
 | * Supplemental Security Income (SSI) benefit statement
* DARS (Early Childhood Intervention (ECI) program contact
* Head Start contact that identifies the child as having a disability
* Public school special education services, including PPCD contact
* Statement or letter from qualified clinician
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| * **Family Income**

Parents must be working and/or attending school; or a combination of both for a minimum of 25 hours per week, if in a single parent household, or for 50 hours per week if in a two-parent household.Provide documentation of all income sources for each household member and documentation of Education/Training, as needed.  | * Pay stubs **(All stubs from the last three (3) months/13 weeks)**
* Employment/income verification form
* Homelessness determination
* Workers Compensation documentation/statement
* SSDI statement
* Retirement/pension statement
* Quarterly estimated tax for self-employed persons (Schedule C)
* Self-employment verification form
* Family or business financial records
* Award letter from Veterans Affairs
* Bank statement
* Compensation award letter
* IRS form 1099-DIV for dividends or 1099-INT for interest
* IRS form 1040 Schedule D for capital gains
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| * **Education or Training**

If attending college or community college, provide documentation showing your current semester hours **AND** an unofficial transcript showing your cumulative total hours. | * Transcript from education/training provider
* Statement from education/training provider
* Tuition statement with semester hours
* Admissions letter
* Other official document from an education/training provider indicating current enrollment
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\* A Workforce Solutions professional will contact you if additional documentation is needed.