



Child Care Acceptable Documentation Checklist*

FAMILY ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION Provide one document from this list for each criterion
<p><input type="checkbox"/> Resident of the Gulf Coast Workforce Development Area</p> <p>Counties serviced: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Current utility bill: electric, gas, water (address matches application) <input type="checkbox"/> Cable bill (showing current address and matching application) <input type="checkbox"/> Pay stub (if address is printed on stub and matches application) <input type="checkbox"/> Rent receipt (showing current address) <input type="checkbox"/> Lease agreement <input type="checkbox"/> Mortgage statement (if you purchased the home) <p>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</p> <ul style="list-style-type: none"> <input type="checkbox"/> School record (if address is printed on record and matches application) <input type="checkbox"/> Section 8 Voucher or Public Housing Award letter <input type="checkbox"/> Homelessness determination <input type="checkbox"/> Public assistance/social service records
<p><input type="checkbox"/> Child's Citizenship/Immigration Status</p> <p>New applicants: Provide one of the documents for each child needing child care.</p> <p>Parents recertifying: Provide only for children you are requesting to add to child care.</p> <p>A parent's citizenship or immigration status is not required for eligibility.</p>	<p>Citizenship:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Current U.S. passport <input type="checkbox"/> Hospital record of birth (must be stamped by the hospital) <input type="checkbox"/> Church or baptismal record (must have mother's name) <input type="checkbox"/> Public assistance/social service records <p>Legal immigrant/Qualified Alien:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immigration form I-551 ("green card") <input type="checkbox"/> Immigration form I-94, stamped with applicable rule citation(s) <input type="checkbox"/> Immigration form I-571 (Refugee Travel Document) <input type="checkbox"/> Order from immigration judge <input type="checkbox"/> Cuban/Haitian passport showing 501(e) <input type="checkbox"/> USCIS petition and supporting documents
<p><input type="checkbox"/> Child's Age (Under 13 or under 19, if disabled)</p> <p>New applicants: Provide one of the documents for each child needing child care.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Current U.S. passport <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Church or baptismal record <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> School records



<p>Parents recertifying: Provide only for children you are requesting to add to child care.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School identification card <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Adoption papers or records <input type="checkbox"/> Child support paternity records <input type="checkbox"/> Divorce or court custody decree
<p><input type="checkbox"/> Child's Disability</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supplemental Security Income (SSI) benefit statement <input type="checkbox"/> DARS (Early Childhood Intervention (ECI) program contact <input type="checkbox"/> Head Start contact that identifies the child as having a disability <input type="checkbox"/> Public school special education services, including PPCD contact <input type="checkbox"/> Statement or letter from qualified clinician
<p><input type="checkbox"/> Family Income</p> <p>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.</p> <p>Provide documentation of all income sources for each household member and documentation of Education/Training, as needed.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pay stubs (All stubs from the last three (3) months/13 weeks) <input type="checkbox"/> Employment/income verification form <input type="checkbox"/> Homelessness determination <input type="checkbox"/> Workers Compensation documentation/statement <input type="checkbox"/> SSDI statement <input type="checkbox"/> Retirement/pension statement <input type="checkbox"/> Quarterly estimated tax for self-employed persons (Schedule C) <input type="checkbox"/> Self-employment verification form <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Award letter from Veterans Affairs <input type="checkbox"/> Bank statement <input type="checkbox"/> Compensation award letter <input type="checkbox"/> IRS form 1099-DIV for dividends or 1099-INT for interest <input type="checkbox"/> IRS form 1040 Schedule D for capital gains
<p><input type="checkbox"/> Education or Training</p> <p>If attending college or community college, provide documentation showing your current semester hours AND an unofficial transcript showing your cumulative total hours.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Transcript from education/training provider <input type="checkbox"/> Statement from education/training provider <input type="checkbox"/> Tuition statement with semester hours <input type="checkbox"/> Admissions letter <input type="checkbox"/> Other official document from an education/training provider indicating current enrollment

* A Workforce Solutions professional will contact you if additional documentation is needed.