

Child Care Acceptable Documentation Checklist*

| FAMILY ELIGIBILITY CRITERIA | ACCEPTABLE DOCUMENTATION Provide one document from this list for each criterion |
|--|--|
| <input type="checkbox"/> 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 | <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) 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 <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 |
| <input type="checkbox"/> 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: <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 Legal immigrant/Qualified Alien: <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 |
| <input type="checkbox"/> Child's Age (Under 13 or under 19, if disabled) New applicants: Provide one of the documents for each child needing child care. | <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 |

| | |
|---|---|
| Parents recertifying: Provide only for children you are requesting to add to child care. | <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 |
| <input type="checkbox"/> Child's Disability | <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 |
| <input type="checkbox"/> 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. | <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 |
| <input type="checkbox"/> 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. | <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.