

Voucher Wait List Request Form

Please Complete This Form to Place Your Child(ren) On The ACS Voucher Wait List

Case Number (for ACS use):

Parent/Caretaker's Name:

Parent/Caretaker's Address:

Apt:

City:

State:

Zip Code:

Parent/Caretaker's Phone:

Alternative Phone:

Is your family a 2-parent household? Yes No

Current family size (parents and children under 18 only):

Race: Asian (AS) Native Hawaiian or Other Pacific Islander (HP)
 Black (BL) American Indian or Alaskan Native (AI)
 White (WH) Client Refused (CR)

Ethnicity: Hispanic or Latino (HL) Not Hispanic or Latino (NH) Client Refused (CR)

Gross Family Monthly Income:

Reason for Care: Employment Training/Education Other

Children to be placed on the wait list (attach a separate sheet for additional children):

	Last Name	First Name	Birthdate	Gender	
Child 1				M	F
Child 2				M	F
Child 3				M	F
Child 4				M	F
Child 5				M	F

The information contained on this form will be used to place your child/ren on the child care voucher wait list. When a voucher becomes available, you will be asked to provide documentation to verify your family's eligibility.

I attest that all the information I have supplied on this form is true and correct.

Parent/Caretaker's Name:

Parent/Caretaker's Signature: _____ Date:

Please return this completed form, to: **NYC's Administration for Children Services, Division of Early Care & Education, 66 John Street, 7th Floor, New York, NY 10038 Attention: New VWL Request**
Or, scan and email completed forms to: VoucherWL@acs.nyc.gov



Gladys Carrión, Esq.
Commissioner

Division of Early Care & Education
66 John Street,
8th Floor
New York, NY 10038

Dear Parent/Guardian:

We are pleased to send you an ACS Voucher Wait List Request Form. Children placed on the wait list may be eligible for a voucher as additional funding becomes available. Upon receipt of the completed Voucher Wait List Request Form, your child(ren) will be added to the voucher wait list. The wait list call selection process is on a per child basis. Children will be called off the list in the order in which they were placed on the list from the oldest date to the most recent. Please complete the attached form to ensure accurate placement.

To be eligible to receive a child care voucher, the family income must be at or below 200% of the State Income Standard AND the child's parent(s)/caretaker(s) must be employed or enrolled in an approved educational/vocational training.

After ACS reviews and approves your request, your child will be placed on the voucher wait list and you will receive a confirmation. When a voucher becomes available, you will be notified and asked to provide documentation to verify your child's eligibility.

All forms must be completed and submitted to:
NYC ADMINISTRATION FOR CHILDREN'S SERVICES
66 JOHN STREET, 7TH FLOOR
NEW YORK, NEW YORK 10038
ATTN: New VWL Request

Additionally, you may scan and email completed forms to:
VoucherWL@acs.nyc.gov.