

# Documentation Required for Child Care Eligibility

## 1. Proof of Identity

Provide 1 of these documents:

- Copy of Birth Certificate
- Copy of Baptismal Record. You must verify birth for ALL your children under 18 (this proves your family size)
- Social Security number for all family members (OPTIONAL)

## 2. Proof of NYC Address

Provide 1 of these documents:

- Copy of current utility bill
- Pay stub (if address is printed on stub)
- Rent receipts (showing current address)
- Section 8 award letter
- NYCHA certificate

## 3. Proof of legal residence in US

The parent's immigration status does not impact eligibility. Eligibility is based on the child's status. The child needs to be either a citizen or Legal resident. Provide 1 of these documents as proof of legal residency:

- Immigration department form I-94
- Alien registration card
- Naturalization papers
- Lawyer's letter

## 4. Proof of all Income and Benefits

To show you qualify, you must verify all income and benefits for your family.

### a. If you are employed working at least 20 hours per week:

Collect your pay stubs to show your income sources:

- If your gross pay is the same every time you get paid, provide copies of consecutive pay stubs for the last 4 weeks.
- If you receive different amounts of pay from week to week, provide copies of consecutive pay stubs for the last 12 weeks.
- If you don't get pay stubs, use the **Referral to Employer Form 1069**

### b. If you are self-employed:

Provide copies of your business and personal tax returns: Immigration department form I-94

- If a Sole Proprietorship, IRS 1040, Schedule C and SE

- If a Partnership, IRS 1040, 1065, Schedules K-1 and SE
- If you have been self-employed less than 3 months, provide a notarized statement of income
- If you have been self employed 3 – 12 months, provide an accountant's statement.

### c. If you receive Alimony or Child Support:

- Complete **Form 1081**

### d. If you are you receiving Social security, SSI, Disability, Retirement, Pension/Annuity Income:

- Provide copy of check, current award letters or SSA Form 245B.

## 5. Reason for Needing Care

If your family meets the income requirements, you will also need to demonstrate at least one (1) reason for child care in order to qualify for a child care subsidy

### a. Attending School or Vocational Training

If you attend classes at least 20 hours per week at a high school or GED program or a 2 year college: Complete **Training Verification Form 1082**

### b. Working 20 or more hours per week

Documents required are listed under Proof of Income and Benefits section.

### c. Receiving Preventive or Protective services

If your child needs preventive or protective services, complete **Form W186-D-2**

### d. Receiving services from HRA

If you have been referred to child care services due to homelessness or domestic violence, complete **Form 1019**