

## CCDF CHECKLIST

**BELOW IS A LIST OF ALL DOCUMENTATION NEEDED TO COMPLETE YOUR APPLICATION FOR THE CHILD CARE VOUCHER PROGRAM. YOUR APPLICATION WILL NOT BE COMPLETED WITHOUT ALL THE FOLLOWING DOCUMENTATION THAT APPLIES TO YOU. CHECK AND INCLUDE ALL THAT APPLY TO YOU.**

\_\_\_\_\_ **PROVIDER INFORMATION PAGE:** The Provider Information Page must be completed, signed, and dated by your current CCDF eligible provider.

\_\_\_\_\_ **TANF IMPACT APPLICANTS:** Current TANF Impact referral from the Office of Family Resources.

\_\_\_\_\_ **FOSTER PARENTS:** Foster parents must provide all other applicable documentation listed on this form. In addition provide documentation of a valid foster care license which matches the documentation submitted for residency; and verification the child is a ward of the state, such as a Medical Authorization (State Form 3319), court placement order; current per diem documentation or documentation from the DCS caseworker.

\_\_\_\_\_ **VERIFICATION OF RESIDENCY:** Your physical residency documentation is required; documentation must include street address, city, state, and zip code. Acceptable documentation includes one of the following:

- Current rent receipt or statement from landlord
- Current mortgage statement
- Current utility bill ie; water, sewage, waste, electric, cable natural gas or other home heating source based on any of the following: end date of service period, meter reading date or statement date
- NO PHONE BILLS
- Lease for existing lease period
- Envelope from current mail received at address, including postmark (no window envelopes)
- Current correspondence received at address from DFR or Impact Service Provider
- Valid INS green card
- Current check stub
- TANF ICES screen with current print date
- Valid driver's license or State ID
- Current letter from secondary school documenting the student's registered address
- Documentation from a Homeless Shelter or Domestic Violence Shelter
- Online Documentation from the United States Postal Service

\_\_\_\_\_ **VERIFICATION OF IDENTITY:** *(If you currently have an active voucher and you are submitting a reauthorization, we do not need another copy of your or your family's IDs),* Photo ID for the applicant, which could be one of the following:

- Driver's license
- State ID
- Passport
- Military ID
- School ID
- Work ID

We must also have verification of your spouse or child's father/mother if the other parent is living with you. Their documentation could be one of the following:

- Any of the verification listed above
- ICES screen
- Social security card
- Birth certificate
- Insurance card
- Vehicle registration

Verification of all children in the home must be one of the following:

- Birth Certificate
  - Hospital issued certificate of birth
  - Birth confirmation letter
  - Hoosier Healthwise or Medicaid card
  - \* Permanent Residency Card
  - \* School enrollment records
  - \* Medical immunization records
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**EMPLOYMENT VERIFICATION:** Documentation of all of your wages received in the current 30 days from the date you sign your application. Accepted verification includes:

- Last 4 paystubs if paid weekly – last 2 paystubs if paid bi-weekly. Paystubs must have your name, total hours worked and gross wages OR
- A statement from the employer that includes:
  - Your name
  - Gross Pay
  - Hours Worked Dates Paid (all pay received in the current 30 days)
  - Employer's signature

This statement must include employer's EIN number or be on company letterhead or include the manager's business card. If you are married or the child's other parent lives with you we must also have the above wage information for that person.

\_\_\_\_\_ **NEW JOB:** If you have a new job or will be starting a new job, you need to provide a paystub showing your name, hours worked, and gross wages. If you have not received a paystub, you must obtain a statement from your employer. The statement must have the EIN number of the business or be on letterhead or include the manager's business card. The statement must have your hire date, anticipated work hours per week, rate of pay and employer's signature.

\_\_\_\_\_ **SELF EMPLOYMENT VERIFICATION:** Documentation such as a tax form Schedule C, AND a profit/loss statement for the previous calendar month of you signing the application. A profit/loss form can be obtained by contacting our office.

\_\_\_\_\_ **TANF (CASH ASSISTANCE):** A printout verifying the amount of TANF received in the current 30 day period from the Office of Family Resources.

\_\_\_\_\_ **CHILD SUPPORT:** You must complete the Child Support Declaration form for any child support received in the current 30 days of signing your application

\_\_\_\_\_ **SOCIAL SECURITY OR SSI:** A copy of the current year's award letter

\_\_\_\_\_ **OTHER INCOME:** Documentation of any other income received in the current 30 days of signing your application such as alimony, farm income, worker's compensation, unemployment compensation, veteran's pension, rental property, etc.

\_\_\_\_\_ **PROOF OF STUDENT STATUS:** Documentation must include a current school registration, or a school schedule print out from the internet, or a statement on school letterhead. Documentation MUST include your name, the school's name, the credit hours taken and/or hours of participation and semester begin and end dates. Students only qualify for one 4 year degree or 2 Associate degrees. If you are a high school student you must obtain a High School Enrollment Verification form. You can contact our office OR download this form from our website. **Graduate students do not qualify**

\_\_\_\_\_ **IF YOU WORK FOR YOUR CHILDCARE PROVIDER:** You must return the a provider statement that you can obtain from our website or office.

\_\_\_\_\_ **INCAPACITY:** If one of the adults in the household is incapacitated please call the office to determine what documentation is needed.

**\*CURRENT IS DEFINED AS A 30 DAY PERIOD FROM THE DATE YOU SIGN THE APPLICATION**

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