



Community Alliance and Services for Young Children, Inc

1101 S. 13<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Terre Haute, IN 47802  
812-232-3952 or  
Toll free: 800-886-3952  
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## Appointment Checklist

**DOCUMENTATION NEEDED TO COMPLETE YOUR APPLICATION FOR THE CHILD CARE VOUCHER PROGRAM. YOUR APPOINTMENT WILL NOT BE COMPLETED WITHOUT ALL THE FOLLOWING DOCUMENTATION THAT APPLIES TO YOU.**

**PROVIDER INFORMATION PAGE:** The Request for Voucher must be completed, signed, and dated by your current eligible provider.

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

**FOSTER PARENTS:** Foster parents must provide all other applicable documentation listed on this form. Along with these requirements, 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 Division of Child Services caseworker.

**VERIFICATION OF IDENTITY:** Photo ID for applicant. If you are married, documentation of your spouse's proof of identity such as a driver's license, state ID, passport, military ID, school ID, work ID, birth certificate or social security card. You must have a birth certificate, hospital issued certificate of birth, birth confirmation letter, or TANF Impact referral for verification of identity for all of your children.

**VERIFICATION OF RESIDENCY:** Documentation of your current address dated in the prior 30 days from the date of your appointment, such as rent receipt with address or statement from landlord, current utility bill, lease for current lease period, envelope from current mail received at current address including legible postmark from CCDF Intake, DFR, Impact Service Provider or insurance carrier, INS green card, current check stub, TANF Impact referral, valid driver's license or documentation from a homeless shelter or domestic violence shelter, etc.

**EMPLOYMENT VERIFICATION:** Documentation of all wages received in the 30 days *prior* to the date of your appointment for all adults in the household (pay stubs received on the date of your appointment will not be accepted). This includes 4 pay stubs if paid weekly or 2 pay stubs if paid bi-weekly. Pay stubs need to include identifying information, hours worked and gross wages; OR, a statement from your employer, either on letterhead or with EIN number or the manager's business card attached, which includes your name, gross pay, hours worked, date paid and employer signature; OR TANF Impact Referral; OR a statement of earnings from The Work Number ([www.theworknumber.com](http://www.theworknumber.com))

**NEW JOB:** If you have a new job or will be starting a new job, you need to provide a single pay stub showing your name, hours worked and gross wages or a statement from your employer prepared on company letterhead or include the EIN number of the business or the manager's business card attached and include date hired, anticipated work hours per week, anticipated pay date and employer's signature.

**SELF EMPLOYMENT VERIFICATION:** Documentation such as a tax form Schedule C, if not more than 6 months old OR a profit/loss statement for the 30 days prior to the date of your appointment. A profit/loss form can be obtained by contacting our office.

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

**CHILD SUPPORT:** You must fill out a statement on any child support received in prior 30 days to signing your application.

**SOCIAL SECURITY OR SSI:** Documentation of social security or SSI received in the prior 30 days from date of appointment such as an award letter or other source of verification from the approving authority.

**OTHER INCOME:** Documentation of any other income received in the prior 30 days from date of appointment such as alimony, farm income, worker's compensation, unemployment compensation, veteran's pension, rental property, etc.

**PROOF OF STUDENT STATUS:** Documentation could include a current school registration, or a school schedule from the internet, or a statement on school letterhead which includes 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 their 1<sup>st</sup> degree. Graduate students do not qualify.

**IF YOU WORK FOR YOUR CHILDCARE PROVIDER:** You must obtain a written statement from your employer/childcare provider stating you do not care for your child(ren) while you are working. You must also sign and date this statement.

**INCAPACITY:** If one of the adults in the household is incapacitated, a statement from a doctor indicating the parent/guardian is unable to participate in their service need (work or attend school) and unable to care for the children is required. If the incapacity is temporary, a statement from their employer indicating they have been assured of returning to their job/school or documentation of family medical leave.