



## CCDF ELIGIBILITY DOCUMENTATION LETTER

In order to be considered for the Child Care Voucher Program you must be currently working and/or attending school or participating in an eligible IMPACT activity or have a referral from your DCS worker. To determine eligibility the following items are needed from you and your spouse and/or child's father, if applicable. If you have questions or need to reschedule your appointment, please call 765-381-0210. You may also call our toll-free number at 1-866-800-8115.

**Without all of the proper documentation you will not be able to complete your appointment and process your application.**

### **Proof of Identity (must be valid)**

- ✓ Parent(s) Driver's License or State ID or Passport or Military ID or School ID or Work ID
- ✓ For all children in household MUST have date of birth listed: Birth Certificates; Hospital Issued certificate of birth; Birth confirmation letter; ICES Screen; Court record of adoption, paternity, or foster placement; passport; permanent residency card; Medicaid card; Immunization Records or School Records or State ID
- ✓ **\*Foster Parents: All of the above plus: Valid Foster Parent License which matches the foster parent's residency verification and Verification the child is ward of the State from the DCS caseworker or current per diem documentation with child(ren)'s name on it.**

### **Proof of a service need (working and/or attending school and/or participating in TANF/IMPACT Program)**

✓ **If working:** Check stubs (last 2 if you are paid bi-weekly; last 4 if you are paid weekly) showing 30 days income prior to your appointment. Check stubs must include work hours or hourly rate OR Cancelled checks (front and back) showing 30 days income prior to your appointment. Cancelled checks must include – employers name imprinted in the upper left corner of check, Applicants/Co-Applicants name on pay to the order of line; current date on date line; amount paid; check has been fully negotiated (cashed) as evidenced on the back of the cancelled check by the financial institution; AND Wage Detail Form completed by employer.

✓ **If starting new job:** A signed statement from employer showing date hired and anticipated work hours per week on company letterhead OR including the employer's Employee Identification Number (EIN) OR includes the business card of the individual signing the statement.

✓ **If attending an education program through a certified or accredited secondary or post secondary training organization/institution:** School documentation must include Student Name, School Name, Credit hours taken and/or hours of participation, and Semester dates or begin and end date, if applicable. **Please Note: Those with two associates, one four (4) year degree, or masters program do not qualify for CCDF services**

✓ If TANF/IMPACT: referral form (for new TANF/IMPACT clients: this was sent by your worker to Children's Bureau)

✓ If DCS (Department of Child Services): a written statement from CPS caseworker indicating the child(ren) are living in their own home, the child(ren) need care outside their own home, duration of need not to exceed 6 months, amount of care needed per week, CPS caseworker's contact information (This is for biological parents only)

### **Verification of Residency (must be valid/received in the previous 30 days of your appointment)**

✓ Proof of residency: Lease or lease amendment; current rent receipt or signed & dated landlord statement; current mortgage statement based on statement date/print date; current signed & dated statement from declared legal resident with whom applicant & co-applicant reside; Utility Bill or Envelope from current mail received at address including postmark (NO WINDOW ENVELOPES); Mail from DFR, DWD, Impact Service Provider; valid Driver's License; Pay Check Stub; valid INS Green Card; ICES Screen; Documentation from a Homeless Shelter or Domestic Violence Shelter; Current letter from school documenting the student's registered address (must be dated and signed by official); Online documentation from US Postal Service showing updated or change of address including a confirmation code.

### **Verification of All other sources of income (if applicable)**

(Received in the previous 30 days of your appointment)

- ✓ Social Security (SSI) benefit letter
- ✓ Unemployment print out
- ✓ Current TANF benefit letter (any TANF/IMPACT clients must have referral and all ICES screens)

### **Information from CCDF qualified childcare provider:**

✓ Provider Information Page completed by a licensed or certified CCDF provider only

A Provider Information Page must be completed by your CCDF childcare provider before your interview. To determine if your child care provider is CCDF eligible contact Child Care Resource and Referral Line (CCRR) at 1-800-299-1627 (If you work for the child care provider where your children attend you must provide a statement signed by the Provider stating you do not take care of your own children. You must also sign this statement.)