# Child Care Acceptable Documentation Checklist\*

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| **FAMILY ELIGIBILITY CRITERIA** | **ACCEPTABLE DOCUMENTATION**  **Provide one document from this list for each criterion** |
| * **Resident of the Gulf Coast Workforce Development Area**   **Counties serviced**: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton | * Current utility bill: electric, gas, water (**address matches application**) * Cable bill (**showing current address and matching application**) * Pay stub (**if address is printed on stub and matches application**) * Rent receipt (**showing current address**) * Lease agreement * Mortgage statement (**if you purchased the home**)   **Note:** If you currently live with someone and cannot provide one of the documents above; have the person you live with provide a letter stating you live with them, a copy of one of the documents above, which has their name on it, and their contact information   * School record (**if address is printed on record and matches application**) * Section 8 Voucher or Public Housing Award letter * Homelessness determination * Public assistance/social service records |
| * **Child’s Citizenship/Immigration Status**     New applicants: Provide one of the documents for each child needing child care.  Parents recertifying: Provide only for children you are requesting to add to child care.  A parent’s citizenship or immigration status is not required for eligibility. | Citizenship:   * Birth certificate * Current U.S. passport * Hospital record of birth (**must be stamped by the hospital**) * Church or baptismal record (**must have mother’s name**) * Public assistance/social service records   Legal immigrant/Qualified Alien:   * Immigration form I-551 (“green card”) * Immigration form I-94, stamped with applicable rule citation(s) * Immigration form I-571 (Refugee Travel Document) * Order from immigration judge * Cuban/Haitian passport showing 501(e) * USCIS petition and supporting documents |
| * **Child’s Age (Under 13 or under 19, if disabled)**   New applicants: Provide one of the documents for each child needing child care.  Parents recertifying: Provide only for children you are requesting to add to child care. | * Birth certificate * Current U.S. passport * Hospital record of birth * Church or baptismal record * Public assistance/social service records * School records * School identification card * Native American tribal document * Adoption papers or records * Child support paternity records * Divorce or court custody decree |
| * **Child’s Disability** | * Supplemental Security Income (SSI) benefit statement * DARS (Early Childhood Intervention (ECI) program contact * Head Start contact that identifies the child as having a disability * Public school special education services, including PPCD contact * Statement or letter from qualified clinician |
| * **Family Income**   Parents must be working and/or attending school; or a combination of both for a minimum of 25 hours per week, if in a single parent household, or for 50 hours per week if in a two-parent household.  Provide documentation of all income sources for each household member and documentation of Education/Training, as needed. | * Pay stubs **(All stubs from the last three (3) months/13 weeks)** * Employment/income verification form * Homelessness determination * Workers Compensation documentation/statement * SSDI statement * Retirement/pension statement * Quarterly estimated tax for self-employed persons (Schedule C) * Self-employment verification form * Family or business financial records * Award letter from Veterans Affairs * Bank statement * Compensation award letter * IRS form 1099-DIV for dividends or 1099-INT for interest * IRS form 1040 Schedule D for capital gains |
| * **Education or Training**   If attending college or community college, provide documentation showing your current semester hours **AND** an unofficial transcript showing your cumulative total hours. | * Transcript from education/training provider * Statement from education/training provider * Tuition statement with semester hours * Admissions letter * Other official document from an education/training provider indicating current enrollment |

\* A Workforce Solutions professional will contact you if additional documentation is needed.