



Basic Eligibility for Child Care Services

To receive services, all children must meet the following eligibility criteria. Supporting documentation for each criterion must be maintained at the Board level. One source document from each list is sufficient to meet documentation requirements for the particular eligibility criteria.

CHILD ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
☐ Child's Age (under 13; under 19 if disabled)	☐ Birth certificate ☐ Current U.S. passport ☐ Hospital record of birth ☐ Church or baptismal record ☐ Public assistance/social service records ☐ School records/school id card ☐ Immigration and Naturalization Service records ☐ Native American tribal document ☐ Adoption papers or records ☐ Child support paternity records ☐ Divorce or court custody decrees
☐ Child's Citizenship/Immigration Status	Citizenship: ☐ Birth certificate ☐ Current U.S. passport ☐ Hospital record of birth ☐ Church or baptismal record ☐ Public assistance/social service records Legal Immigrant/Qualified Alien: ☐ Immigration form I-551 ("green card") ☐ Immigration form I-94/I-94a, 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 with disabilities OR ☐ Not applicable	☐ Supplemental Security Income (SSI) benefits statement ☐ 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 a qualified clinician



Eligibility for Low-income & Homeless Child Care Services

To receive Low-income or Homeless Child Care Services, families must meet the following eligibility criteria. Supporting documentation for each criterion must be maintained at the Board level. One source document from each list is sufficient to meet documentation requirements for the particular eligibility criteria.

FAMILY ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
☐ Family Income <i>Note:</i> Documentation should be provided for each applicable income source, for each family member.	☐ Pay stubs (6 pay stubs) ☐ <i>Employment/Income Verification</i> form or letter ☐ Homelessness determination – <i>Residency Information</i> form ☐ 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 or offer letter ☐ IRS form 1099-DIV, -INT, for dividends or interest ☐ IRS form 1040 Schedule D for capital gains
☐ Resident of LWDA	☐ Copy of current utility bill ☐ Public assistance/social service records ☐ School records ☐ Pay stub (if address is printed on stub) ☐ Rent receipt (showing current address) ☐ Lease agreement ☐ Mortgage statement ☐ Section 8 award letter ☐ Homelessness determination – <i>Residency Information</i> form
☐ Reason for Care	Employment ☐ Pay stubs with hours worked ☐ <i>Employment/Income Verification</i> form or letter ☐ Self-employment verification form ☐ Financial records for self-employed persons ☐ Quarterly estimated tax for self-employment (Schedule C) Education OR Training ☐ Transcript from education/training program ☐ Statement from education/training provider ☐ Tuition statement with semester hours ☐ Admissions letter ☐ Other official document from an education/training provider indicating current enrollment