



Child Care Resource Center

Verifications Needed When Applying

- Thirty Days of most recent **pay stubs** OR
- New Employment Form** completed by employer OR
- Request a 90-day **Job Search** to search for employment
- If self-employed, completed **Self-Employment Ledger**

- If attending school, provide **school schedule**

- Proof of Identification**

- Proof of Residency** (lease signed by landlord, Utility Bill, Voter's Registration Card with current address, Vehicle Registration with current address, etc.)

- Verification of receiving Child Support** (if applicable)

- If separated, **three (3) notarized statements** verifying you and your spouse reside at different addresses.

- Divorce Decree** (if applicable)

- Child Custody documentation** (if applicable)

- Birth Certificate** for each child in need of child care

**All verifications must be submitted within thirteen (13) days from the date of application.
Failure to provide all documentation within thirteen (13) days results in a withdrawn application.
You will be responsible for full private payment to the child care program.**