



## Verifications Needed When Applying:

- **Proof of Identification:** Driver's License, Passport, etc.
- **Proof of Residency:** Lease, Utility Bill, Voters Registration card with current address, Vehicle Registration with current address, etc. Please see list of acceptable proof.
- **Birth Certificate:** We will need the original for child(ren) in need of child care. We will make a copy & return the original to you.
- **Verification of Child Support received (IF Receiving)** Private or payments received through the BCSE.
- **Verification of Qualifying Activity:**
  - **Employment:** Must work at least 20 hours per week. We will need 30 days of your most recent paystubs **OR** in cases of new employment, a New Employment Verification form completed by your employer.
  - **Educational Activity:** Detailed School schedule and/or letter of enrollment. Must attend full time. If attending part time, must also work at least 15 hours per week.
  - **Self-Employment:** Special Conditions Apply. Please discuss with CCRC Case Manager regarding your Self-Employment Endeavor.
  - **Job Search:** Must request use of this. Can only be used once every 6 months.
  - **WV WORKS:** Referral from WV WORKS.
- **Verification of Other Income Received:** Social Security Benefits, Alimony, TANF, Retirement, etc.

**Other verifications may be requested such as custody arrangements, separation and/or divorce, etc.**

**If all verifications are not submitted at the time of the application, you will be given [13](#) days to submit everything or your application will be denied, and you will be responsible for payment to the Daycare.**

**Parents are only to use care while Working,  
Job Searching or Attending school!!!**

## Cap Limits as of October 2019

Number In Household	Gross Monthly Income
2	\$ 2,114.00
3	\$ 2,666.00
4	\$ 3,219.00
5	\$ 3,771.00
6	\$ 4,324.00
7	\$ 4,876.00
8	\$ 5,429.00
9	\$ 6,120.00
10	\$ 6,811.00

**Parents are responsible to report  
all changes within 5 Days!!!**

**Child Care Resource Center Offices, 8:30a – 4:30p, M-F**

Hancock, Brooke, Ohio, Marshall Counties	Monongalia County	Marion County
<b><u>Wheeling CCRC</u></b> 2000 Main Street, Suite 100 Wheeling, WV 26003 304-232-1603 (Fax) 304-232-1604	<b><u>Morgantown CCRC</u></b> 20 Scott Avenue, Suite 302 Morgantown, WV 26508 304-292-7357 (Fax) 304-292-7402	<b><u>Fairmont CCRC</u></b> 320 Adams Street, Suite 106 Fairmont, WV 26554 304-366-3615 (Fax) 304-366-3018
<b><u>Tyler and Wetzel Counties - New Martinsville DHHR:</u></b> <b><u>1236 North Street, Route 2, New Martinsville WV, 25155</u></b>		