



Child Care Resource Center
Catholic Charities WEST VIRGINIA

20 Scott Avenue, Suite 302

Morgantown, WV. 26508

Phone: (304) 292-7357 | Fax: (304) 292-7402

Verifications Needed When Applying:

- Proof of Identification Drivers License, Passport, etc.
- Proof of Residency Signed Lease, Utility Bill, Voters Registration card with current address, Vehicle Registration with current address, etc.
- Birth Certificate We will need the original copy for each child 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.
 - 90-Day Job Search: Must request use of this. Can only be used once in a 6 month period.
 - 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 all payments to the child care program used.

All changes must be reported to the CCRC within 5 days of the change throughout your open case.