

CCS APPLICATION VERIFYING DOCUMENTATION CHECKLIST

To complete your application for Child Care Services, you will need:

1. RESIDENT OF TRAVIS COUNTY

- Current Utility bill or Lease / Mortgage statement to show residence address **or**
- Public Assistance/Social Service Records **-or-** Section 8 Award Letter **or**
- School Records **or**
- Pay Stubs (if address is printed on stub)

2. CHILD/REN CITIZENSHIP/AGE VERIFICATION

- Birth Certificate **or**
- US Passport **or**
- Hospital or public health birth record **or**
- Church or Baptismal Record **or**
- School Records/School ID Cards **or**

3. CHILD/REN IMMIGRANT/"QUALIFIED ALIEN" VERIFICATION

- Naturalization Certification **or**
- Lawful Permanent Resident: Alien Registration Receipt Card ("green card" - Form I-551) **or**
- Asylee: Forms I-94, I-688B (Employment Authorization Card), or I-766 (Employment Authorization Document); grant letter from the Asylum Office of the U.S. Citizen and Immigration Services (USCIS); **or**
- Refugee: Forms I-94, I-688B, or I-766 **or**
- Cuban/Haitian Entrant: Form I-551, unexpired temporary I-551 stamp in foreign passport or Form I-94

4. HOUSEHOLD INCOME VERIFICATION DOCUMENTS

- **If employed:**
 - Paycheck stubs for each parent in the household for the last 3 months of employment
Note: Earnings include wages, salaries, commissions, tips, piece-rate payments, and cash bonuses earned.
- **If Self-employed:**
 - Self-employment business income statement AND**
 - Quarterly federal tax returns; **or**
 - Signed year-to-date profit and loss statements for each business owned; **or**
 - Business ledgers, records, receipts, check receipts, and business statements; **or**
 - Customer contracts or work orders; **or**
 - Calendar of work appointments and money earned through these appointments.
- **In addition**, verification of other household income:
 - Pensions, annuities, life insurance,
 - Taxable capital gains, dividends, and interest.
 - Rental income.
 - Income from estate and trust funds.
 - Lottery payments of \$600 or greater
 - Workers' compensation income, disability payments (SSDI)
 - Spousal maintenance or alimony
 - Court settlements or judgment
- **If attending school training:**
 - Current transcript can be unofficial.
 - Current school schedule.
 - Training verification

5. CHILD CARE PROVIDER INFORMATION

- Child Care Provider Information section is complete