

CERTIFICATION / RECERTIFICATION CHECKLIST

THE ENCLOSED FORMS MUST BE COMPLETED AND RETURNED WITH ALL SUPPORTING DOCUMENTS:

THE APPLICATION: OCFS-6025

1. ___ Please complete all pages and sections of the application.
2. ___ Sign page four (4). If your spouse or the parent of your child resides with you, they must sign the application too.
3. ___ All household members MUST be listed on Section 2 of the application even if they are not applying for child care.
4. ___ The name, DOB, Sex and relationship of each household member must be indicated in the appropriate column.
5. ___ For EVERY CHILD, you must indicate if the child is a citizen, if child needs child care, if the child has a disability and whether or not BOTH parents are in the household.

IDENTIFICATION / PROOF OF CHILD(REN)'S CITIZENSHIP:

1. ___ Parent / applicant's drivers license or state ID card, passport, birth certificate, etc.
2. ___ Child's birth certificate, passport, visa.

EMPLOYMENT - WORK SCHEDULE FOR EACH JOB:

1. ___ The last **4** consecutive pay stubs if paid weekly **OR** income verification on company letterhead if you do not have pay stubs.
The last **2** consecutive pay stubs if paid bi - weekly **OR** income verification on company letterhead if you do not have pay stubs.
2. ___ Work schedule for **each job**; completed and signed by the employer.
3. ___ If you are paid in CASH, you will need a completed income verification form.
4. ___ Self-employed individuals must submit their quarterly tax business statement for two consecutive quarters.

NOTE: If gross income varies by more than \$50 per pay period, then you must provide 3 consecutive months of pay stubs.

UNEARNED INCOME VERIFICATION FOR ALL APPLYING HOUSEHOLD MEMBERS:

1. ___ You must submit verification of all unearned income. This would include, but not limited to Social Security, child support, unemployment Benefits, etc.

ABSENT PARENT INFORMATION:

1. ___ If the absent parent provides financial support; the applicant must submit a statement from the absent parent. If the absent parent is unemployed, then a statement must be submitted stating why they are unable to watch their child(ren) while you are working.

SHELTER VERIFICATION:

- 1 Shelter Verification Form (DSS-3668) or signed lease. Signed lease must list all household members.
OR
- 2 Two (2) Non-Relative Statement Forms (This form is for those who reside with a relative who is listed as the primary tenant.)

CHILD CARE PROVIDER FORM #536:

1. ___ All fields must be completed (including section 2). Both the parent and the provider are required to sign this form. Please note that we only pay for childcare while the parent is at work, assigned to a work program, or teen completing high school.

PARENT SHARE FORM (If you previously received child care subsidy:

1. ___ Completed, signed and dated by your previous provider.
2. ___ Form should indicate the status of your parent share payments.

HOUSEHOLD COMPOSITION / SCHOOL ATTENDANCE VERIFICATION (ldss-3708):

1. ___ Please submit form LDSS-3708 for **ALL SCHOOL AGED CHILDREN**. (This form must be completed, signed and dated by school official)

PERMISSION FOR RELEASE OF INFORMATION: (This form is OPTIONAL)

1. ___ This form is for those who wish to allow Child Care Subsidy staff to speak with your provider or any other individual regarding your case.

PLEASE NOTE: If you require assistance with completing your application, please contact the Child Care Council of Westchester at 914-761-3456.

IMPORTANT: Please complete this entire form. Sign and submit it with your application and all supporting documentation.

Customer Signature_____ **Date**_____