



## Child Care Assistance New Application Submission Checklist

The Application for Child Care Assistance (CFWB-012) must include supporting documentation. Check to ensure that documentation is provided for each requirement of subsidy eligibility

Ensure all sections are completed, including:

- If two-parent household, both parents signed
- Military status (Section 3)
- Travel time (Section 5)

Copy of **one** of the following:

- IDNYC
- Driver's License
- Utility Bill
- Rent Receipt
- Section 8 Award Letter
- NYCHA Certificate
- Other

PLEASE NOTE: If "OTHER" documentation is not satisfactory, ACS will notify applicant.

### ONLY FOR CHILD(REN) NEEDING CHILD CARE: CITIZENSHIP/IMMIGRATION STATUS

Copy of **one** of the following:

- US Birth Certificate
- Green Card
- US Passport
- Naturalization Certificate
- Alien Registration Card including Permanent Resident or Form FS-240 (Report of Birth Abroad of a U.S. Citizen)
- Other

PLEASE NOTE: If "OTHER" documentation is not satisfactory, ACS will notify applicant.

### CHILD'S RELATIONSHIP TO PARENT/APPLICANT

Copy of **one** of the following for **all** children in the household under age 18, regardless if child care is needed for the child:

- Birth Certificate
- Baptismal record
- Passport with parent signature
- Adoption record
- Court order for legal guardian with financial responsibility

### AGE

Copy of **one** of the following for **all** children in the household under age 18, regardless if child care is needed for the child:

- Birth Certificate
- Baptismal record
- Passport
- Adoption record
- Alien Registration Card

All Applicants submitting CFWB-012 must provide documentation of income regardless of reason for care.

### If Employed:

- CFWB-015 - Referral to Employer for Employee Income Information

### OR

- Pay Stubs (Bi-weekly = Every 2 weeks; Semi-monthly = Twice a month)
- Weekly – 4 current, consecutive pay stubs if gross amount is the same
- Weekly – 12 current, consecutive pay stubs if gross varies
- Bi-weekly/Semi-monthly – 2 current, consecutive pay stubs if gross amount is the same
- Bi-weekly/Semi-monthly – 6 current, consecutive pay stub if gross varies

Please go to <http://www1.nyc.gov/site/acs/early-care/forms.page> for forms and application instructions. For more information call 311 or 212-835-7610.