

CCDF CHECKLIST

BELOW IS A LIST OF ALL DOCUMENTATION NEEDED TO COMPLETE YOUR APPLICATION FOR THE CHILD CARE VOUCHER PROGRAM. YOUR APPLICATION WILL NOT BE COMPLETED WITHOUT ALL THE FOLLOWING DOCUMENTATION THAT APPLIES TO YOU.

PROVIDER INFORMATION PAGE: The Provider Information Page must be completed, signed, and dated by your current CCDF eligible provider.

***TANF IMPACT APPLICANTS:** You must have a current TANF Impact referral from the Division of Family Resources.

VERIFICATION OF RESIDENCY: Your physical residency documentation is required; documentation must include street address, city, state, and zip code. Acceptable documentation must be one of the following:

- Current rent receipt or statement from landlord
- Current mortgage statement
- Current utility bill ie; water, sewage, waste, electric, cable natural gas or other home heating source based on any of the following: end date of service period, meter reading date or statement date. **NO PHONE BILLS**
- Lease for existing lease period
- Envelope from current mail received at address, including postmark (no window envelopes)
- Current correspondence received at address from DFR or Impact Service Provider
- Current check stub
- TANF ICES screen with current print date
- Valid driver's license or State ID
- Current letter from secondary school documenting the student's registered address
- Documentation from a Homeless Shelter or Domestic Violence Shelter
- Online Documentation from the United States Postal Service
- Valid Indiana Vehicle Registration
- Documentation of Homelessness provided by the DFR.
- Reauthorization letter mailed to you from our office.

***VERIFICATION OF IDENTITY:** Photo ID for the applicant, which must be one of the following:

- Driver's license
- State ID
- Passport
- Military ID
- School ID
- Work ID

We must also have verification of your spouse or child's father/mother if the other parent is living with you. Their documentation could be one of the following:

- Any of the verification listed above
- ICES screen
- Social security card
- Birth certificate
- Insurance card
- Vehicle registration

Verification of all children in the home must be one of the following:

- Birth Certificate
- Valid Green Card
- Hoosier Healthwise or Medicaid card (Must have date of birth)
- Permanent Residency Card
- Valid Visa
- ICES Screen

If you currently have an active voucher and you are submitting a reauthorization, we do not need another copy of your or your family's IDs.

***EMPLOYMENT VERIFICATION:** Documentation of all of your wages received in the current 30 days from the date you sign your application. Accepted verification must be one of the following:

- Last 4 paystubs if paid weekly – last 2 paystubs if paid bi-weekly. Paystubs must have your name, total hours worked and gross wages.
- If you do not have all paystubs you must obtain a Wage Detail Form **AND** copies of cancelled checks front and back. You can contact our office or download this form from our website.
- Computer generated Wage History Summary provided by your employer which includes name, hours worked, gross wages, date received and information identifying the employer.
- Completed State Form 54092 received directly from the DFR which provided wage information for the current period.

See Other Side

***TIPPED EMPLOYEE:** If you receive tips at your job you must obtain a Tipped Employee statement. You can contact our office OR download this form from our website. If you do not submit this form we cannot complete your reauthorization.

***NEW JOB:** If you have a new job or will be starting a new job, you need to provide a paystub showing your name, hours worked, and gross wages. If you have not received a paystub, you must obtain a statement from your employer. The statement must have your name, hire date, anticipated work hours per week, and employer's signature. The statement must have the EIN number of the business or be on letterhead or include the manager's business card.

***SELF EMPLOYMENT VERIFICATION:** A statement of profit/loss form completed for the previous calendar month **AND** an IRS Tax Transcript which includes a Schedule C for the previous tax year. You can obtain the profit/loss form by contacting our office or downloading it from our website.

***FOSTER PARENTS:** If you are a foster parent please call the office to determine what documentation is needed.

TANF (CASH ASSISTANCE): A printout verifying the amount of TANF received in the current 30 day period from the Office of Family Resources.

CHILD SUPPORT: You must complete the Child Support Declaration form for any child support received in the current 30 days of signing your application

***SOCIAL SECURITY OR SSI:** If you received social security income in the past 30 days you must provide a copy of the current year's award letter

***OTHER INCOME:** Documentation of any other income received in the current 30 days of signing your application such as alimony, farm income, worker's compensation, unemployment compensation, veteran's pension, rental property, etc.

***PROOF OF STUDENT STATUS:** Documentation must include a current school registration, or a school schedule print out from the internet, or a statement on school letterhead. Documentation **MUST** include your name, the school's name, the credit hours taken and/or hours of participation and semester begin and end dates. Students only qualify for one 4 year degree or 2 Associate degrees. **If you are a high school student you must obtain a Secondary School Enrollment Verification form.** You can contact our office OR download this form from our website. **Graduate students do not qualify.**

***IF YOU WORK FOR YOUR CHILDCARE PROVIDER:** You must return a "provider statement" that you can obtain from our website or office.

INCAPACITY: If one of the adults in the household is incapacitated please call the office to determine what documentation is needed.

CPS CASE: If you have an active CPS case, please call the office to determine what documentation is needed.

CURRENT IS DEFINED AS A 30 DAY PERIOD FROM THE DATE YOU SIGN THE APPLICATION

***If you are married or the child's other parent lives with you, we must have the information for both people if applicable.**

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