

## Document Checklist for Child Care Eligibility

**1) Identification Information – for all adults in household:**

- \_\_\_\_\_ Photo ID of parent applying for Child Care Services (state issued photo ID)
- \_\_\_\_\_ Current Utility bill to determine residence in Brazos Valley – OR –
- \_\_\_\_\_ Driver's license with valid Brazos Valley address

**2) Documentation for Age & Citizenship – all children in household: (one of the following for each child)**

- \_\_\_\_\_ Birth Certificate (U.S. or its possessions)
- \_\_\_\_\_ U.S. Passport (must be current)
- \_\_\_\_\_ Hospital or public health record (U.S. or its possessions) signed by physicians
- \_\_\_\_\_ Church or Baptismal record (U.S. or its possessions)
- \_\_\_\_\_ Medicaid Card, or other related public assistance records

**3) Employment Income: (For all household members who are working)**

- \_\_\_\_\_ Last 90 days consecutive paychecks showing gross income and hours worked for all working adults in household over age of 13 (**Weekly Pay: 13 ck stubs, Biweekly Pay: 7 ck stubs, Semi-Monthly Pay: 6 ck stubs, Monthly Pay: 3 ck stub**)
- OR-**
- \_\_\_\_\_ IF NEW JOB (less than 90 days) – Letter of employment on letterhead, dated and signed by Owner, Manager, or Supervisor stating – Date of hire, days working, hours working, pay rate, pay frequency, and copies of all checks received to date
- OR-**
- \_\_\_\_\_ IF NEW JOB (less than 90 days) – \*Employment Verification Form\*- must be filled out and signed by a supervisor or manager; need company name, and contact number needed for verification, and copies of all checks received to date
- OR-**
- \_\_\_\_\_ IF SELF EMPLOYED – The Self-Employment Form 4150 along with copies of business ledgers showing itemized self-employment income for the past 3 months and the previous year's federal tax return documentation.

**4) Other Income**

- \_\_\_\_\_ Documentation of other income including TANF, SNAP benefits, SSDI, Medicaid, or other related public assistance records.

**5) Education: (For all parents who are pursuing a college degree)**

- \_\_\_\_\_ **Unofficial** transcript from college or University / New Students (freshman) – copy of award letter
- \_\_\_\_\_ Current class schedule
- \_\_\_\_\_ Financial aid documentation

**6) Education: (For all parents who are pursuing GED or high school equivalency)**

- \_\_\_\_\_ Letter from career center of GED class documenting days and hours attending, coursework, and expected day of completion

**7) Proof of Residency:**

- \_\_\_\_\_ Acceptable forms of residency are: Current Utility Bill, Current Lease, ID with current address, auto insurance card, or Bank Statement.

**Submit your documents in a completed packet to:  
Any Workforce Solutions office in your county  
For office Locations visit [www.bvjobs.org](http://www.bvjobs.org)**

\*\* Comments or Questions in regards to Childcare Services? Need copies of documents YOU submitted to Childcare Services? Please contact us at:

**Phone: 979-595-2801**

**E-Mail: [ccms@bvcoq.org](mailto:ccms@bvcoq.org)**