

# Child Care and Development Fund (CCDF) Voucher Program

## **Applicant's Check List** (version 20200812)

In order to be considered for the Child Care Voucher Program you must be currently working and/or attending school. To determine eligibility, the following items are needed from you and your spouse and/or significant other, if applicable. Without the following documentation you will not be able to complete your application:

- Picture Identification for you
- Picture Identification your spouse and/or significant other
- Proof of birth date for all children
- Proof of residency within the past 30 days (lease, utility bill, or a letter from whomever you are living with.)
- Proof of residency must include street address, city, state, and zip code.
- If applicable, Foster Care License and proof of child's placement.

## **Proof of a service need (working and/or attending school)**

- If paid weekly, your most recent four (4) check stubs. If paid bi-weekly, your most recent two (2) check stubs.
- If you have recently become employed and have not received a check, you must bring in a hire letter on company letterhead, date of hire, and expected work hours.
- If attending high school, please have high school counselor or administrative staff complete the FSS CCDF High School Verification form available online at <https://inchildcare.com/resources/materials> or contact your local office for assistance.
- If attending school, provide current school schedule.

## **Proof of all other sources of income must be provided, such as**

- Social Security and/or SSI benefit letter for the current year
- Current TANF benefit amount
- Unemployment benefit

## **Information on your chosen provider**

- If you need assistance locating a CCDF approved childcare provider, call Child Care Resource and Referral at 1-800-299-1627.
- A CCDF Provider Information Page must be completed by your chosen provider.

## **Complete the following forms before the appointment (available online at [www.inchildcare.org](http://www.inchildcare.org))**

- Parent Applicant Worksheet
- Child Support and Maintenance Declaration Form
- If a replacement or new swipe card is needed, complete the Hoosier Works for Child Care Authorization Form.



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