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)
☐ 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.