

Child Care and Development Fund/On My Way Pre-K Enrollment Checklist

Applicant's Check List

In order to be considered for child care assistance 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 check stubs. If paid bi-weekly, your most recent two 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 Family Support Services CCDF High School Verification form available which is 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 800-299-1627.
- A CCDF Provider Information Page must be completed by your chosen provider.

Complete the following forms before the appointment

- 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.