



Community Connections for Children

Subsidized Child Care Program Application Checklist

Please submit a paper application & the following documents:

_____ **Sign and date pages 4, 6, & 7 of the application** - Please have each Parent/Caregiver sign and date pages 4, 6, & 7 of the application.

_____ **Employment Verification Form(s) and paystubs for 4 weeks** for each Parent/Caregiver showing they are working at least 20 hours a week. If you have a new job and have not received paychecks for 4 weeks yet, then please submit however many you have received.

_____ **Self-Employment Forms & Income Verification** for each Parent/Caregiver who is working at least 20 hours a week **AND** making a profit from their Self-Employment.

_____ **Family Composition for each child in the household** - Please submit your child(ren)'s birth certificate, **OR** custody order, **OR** Student/Patient Demographics information (showing the child's name, date of birth, your name, and relationship) for each child in your household even if you are not applying for childcare assistance for each child.

_____ **Address Verification** - Please submit your most recent utility bill, **OR** your **WHOLE** lease, **OR** USPS/PennDOT change of address card.

_____ **Photo ID for each Parent/Caregiver in your household** - If your photo ID lists your current address, it can also be used as address verification.

_____ **Child Support Verification** - Please submit a 3-month payment summary for court-ordered child support **OR** a signed letter from the paying Parent stating the amount and frequency of payments for your child(ren).

_____ **Training Verification** - Please have your education/training institution complete the Training Verification form **OR** submit a copy of your class schedule. You can meet the work-hour requirement with 10 hours of employment and 10 hours of education/training each week.

_____ **Unearned Income Benefit Letter(s)** - Please provide a copy of your Benefit Letter(s) for unearned income such as SSI, Social Security, Worker's Compensation, Unemployment, or Alimony received for each Parent/Caregiver &/or child(ren).

_____ **Foster Child Placement Verification** - Please submit copies of your Foster Child(ren)'s Placement Orders or Placement Letters.

All applications and documents can be submitted via email, mail, or dropped off at the office (addresses below). Each office is open 8:30 am to 5:00 pm Monday-Friday & has a locked drop box outside the door for after-hours drop offs. You can email your application and documents to info@cccforpa.org.