INSTRUCTIONS FOR COMPLETING SECTION A

1. Enter your full name (last, first, middle initial), social security number and date of birth (month/date/year). Check one or more of the appropriate boxes provided to indicate your race. Check the appropriate box to indicate your ethnicity and sex. Check the appropriate box to indicate the relationship of the parent/applicant to the child(ren) for which you are making an application for assistance. If you are not an immediate relative (mother/father), please indicate whether you are another legally responsible person, a foster parent or other. If other, please specify.

2. If applicable (resides in household), enter the full name of your spouse or co-applicant, social security number and date of birth (month/date/year). Check the appropriate boxes provided to indicate the race, ethnicity and sex of the co-applicant/spouse.

3. Enter your home address and county in which you reside. Enter the school district which the child(ren) attends.

4. Enter your home telephone number.

5. List all gross income due to wages and salary.

6. List all benefit income received from pensions and retirement.

7. List all benefit income received from Supplemental Security Income (SSI).

8. List all benefit income received from unemployment and workmen’s compensation.

9. List all benefit income received from public assistance (TANF).

INSTRUCTIONS FOR COMPLETING SECTION B

Provide Income Information Based on the Current Year. Fill In All Blanks. List Gross Figures Unless Otherwise Indicated. If You Receive None in a Certain Category, Write “0.”

For each adult (applicant co-applicant or other dependent adult) residing in the household unit, list all current income information. Columns are provided to enter income information either by week, every two weeks, month or year. For separated or divorced spouses, include only that income (i.e., child support or alimony) which is available to the custodial family.

1. List all gross income due to wages and salary.

2. List all benefit income received from pensions and retirement.

3. List all benefit income received from Supplemental Security Income (SSI).

4. List all benefit income received from unemployment and workmen’s compensation.

5. List all benefit income received from public assistance (TANF).

6. List income received from an absent parent for child support or alimony.

7. Include any other income received which is required to be listed for federal and state tax reporting purposes.

8. Indicate the annual total of all sources of income.

INSTRUCTIONS FOR COMPLETING SECTION C

Provide Information of Current Work, School and/or Training Activity for Applicant and Co-Applicant (if applicable).

1. Enter the name, complete address and telephone number of Primary Work/School/Training Site.

2. Check the appropriate box to indicate if activity is work, school or training.

3. Enter your starting date (month/date/year).

4. Check the appropriate box to indicate if Work/School/Training activity is full time, part time or seasonal. Enter the number of hours per week and months per year spent at site.

5. Include the information for your Secondary Work/School/Training activity (if applicable).

INSTRUCTIONS FOR COMPLETING SECTION D

Questions 1-9. Check the appropriate box (either “Yes” or “No”) for each question. If you answer “Yes” to any of questions 2-5, provide the requested information.

Questions 10. Check the appropriate box to indicate if you are applying for assistance because you are ineligible for the TANF or TCC programs.

Questions 11. Check whether you understand you are applying for voucher or contracted child care services.

Questions 12. Check whether all of the children in your family have health insurance and if you wish to receive an application for NJ Family Care.

INSTRUCTIONS FOR COMPLETING SECTION E

1-2. Enter full name (last, first, middle initial), social security number and date of birth (month/date/year) for each child for whom assistance is requested. Check the appropriate boxes provided to indicate race, ethnicity and sex of child(ren). Indicate the hours, days and duration for which child care is needed. Check the appropriate box to indicate if the child(ren) has a special need, if yes, state the need. Check the appropriate box to indicate if the child is a US citizen. If yes, attach a copy of the child’s birth certificate and social security card. Proof of the child’s citizenship is not required for Abbott, Child Protective Services, Kinship or Post-Adoption subsidies.

INSTRUCTIONS FOR COMPLETING SECTION F

After reading the certification, applicant and co-applicant (if applicable) sign on the appropriate line and include the date.
Child Care and Early Education
Service Eligibility Application
STATE OF NEW JERSEY • DEPARTMENT OF HUMAN SERVICES

A  Applicant/Co-Applicant Information

1. PARENT/APPLICANT NAME

Social Security No.          Date of Birth
(Last)                      (First) (M.I.)                     (9 Digit Number)    (Mo./Dy./Yr.)

The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.

RACE: □ American Indian or Alaskan  □ Asian  □ Black or African American  □ Native Hawaiian/Pacific Islander  □ White

ETHNICITY: Hispanic/Latino: □ Yes          □ No

SEX: □ Male          □ Female

Relationship of APPLICANT to children: □ Father  □ Mother  □ Legally Responsible Adult  □ Foster Parent  □ Other:

2. PARENT/CO-APPLICANT NAME

(Social Security No.          Date of Birth
(Last)                      (First) (M.I.)                     (9 Digit Number)    (Mo./Dy./Yr.)

The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.

RACE: □ American Indian or Alaskan  □ Asian  □ Black or African American  □ Native Hawaiian/Pacific Islander  □ White

ETHNICITY: Hispanic/Latino: □ Yes          □ No

SEX: □ Male          □ Female

3. HOME ADDRESS

(Number and Street)

City: State: Zip Code:
County: School District:

4. HOME TELEPHONE:

5. NUMBER OF ADULTS IN FAMILY: NUMBER OF CHILDREN IN FAMILY: TOTAL FAMILY SIZE:

Family size includes parent, spouse, children for whom subsidy is requested, other dependent children, or adults claimed on applicant’s or co-applicant’s IRS 1040. In cases of kinship, family size includes the child for whom subsidy is requested and all dependents claimed on the grandparent’s, aunt’s or relative’s IRS 1040. For DYFS cases, a child and any of his/her siblings living in the same home and who are in DYFS-paid out of home placement shall be counted to determine the size of the family.

B  Family Income Information

For each source, enter income information either by week, bi-weekly, month or year. Include child support and/or alimony.

1. Wages and Salary (gross):

2. Pensions, Retirement:

3. Supplemental/Social Security Benefits:

4. Unemployment, Workmen’s Compensation:

5. TANF Cash Assistance:

6. Child Support/Alimony:

7. Other:

8. TOTAL GROSS INCOME:

C  Work/School/Training Information

Proof of Current School Registration Must Be Attached

Name of PRIMARY Work/School/Training Site:
Complete Address (Street, City, State, & Zip):
(If applicable, enter “Self-Employed”)

Telephone Number:

Check One: Enter Starting Date (Mo/Dy/Yr):

Check One and Enter: Number of Hours/Week and Months/Year for Work/School/Training:

Name of SECONDARY Work/School/Training Site:
Complete Address (Street, City, State, & Zip):

Telephone Number:

Check One: Enter Starting Date (Mo/Dy/Yr):

Check One and Enter: Number of Hours/Week and Months/Year for Work/School/Training:

* Incomplete Applications Will Not Be Accepted *
All Questions Must Be Answered. Incomplete Applications Will Not Be Accepted. Supporting Documents Must Be Attached For Verification

1. Are you currently participating in the Food Stamp Program? [ ] Yes [ ] No

2. Are you currently receiving/have you received assistance for child care with a Temporary Assistance for Needy Families (TANF) or Transitional Child Care (TCC) grant through the Work First New Jersey (WFNJ) Program within the last two years? If yes, indicate when benefits do/did expire by entering Month, Day and Year ______/_____/______ and TANF case number: ____________

3. Is your family an active case with the Division of Youth and Family Services (DYFS) and are the children for whom you are requesting subsidy residing with you? If yes, please give the name of the office: __________________________

4. Are you currently receiving a TANF grant? If yes, please indicate the TANF case number: ____________

5. Do you or a member of your family have a chronic medical problem for which child care is recommended as part of a treatment/rehabilitation plan? If yes, indicate the name of the individual/agency authorizing the treatment plan and telephone number: Agency Name: __________________________ Telephone #: (______)_______

6. Are you the head of the household in which you reside? [ ] Yes [ ] No

7. Are you currently homeless or at risk of becoming homeless? [ ] Yes [ ] No

8. Are the children for whom you are requesting child care assistance in a DYFS foster home, DYFS para-foster home, or DYFS pre-adoptive home. If you are employed or participating in a school or training program, proof must be attached for DYFS purposes.

9. Do you receive any cash or voucher assistance to specifically pay for housing? [ ] Yes [ ] No

10. Are you requesting assistance because the County Welfare Agency/Board of Social Services (CWA/BSS) informed you that you are ineligible for the Temporary Assistance for Needy Families (TANF) or Transitional Child Care (TCC) Program?

11. I understand that I am applying to the agency for: [ ] VOUCHER payment assistance [ ] CONTRACTED services in a community-based center

12. Do all of the children in this family have health insurance benefits? [ ] Yes [ ] No

If NO, do you wish to receive an application for NJ Family Care? [ ] Yes [ ] No

Supporting Documentation Required May Include Most Current IRS Form 1040, Utility Bill or Birth Certificate.

Children Information

Include Each Child Needing Child Care Service and for Whom Assistance Requested. Use Addendum Form to Provide Information for Additional Children.

<table>
<thead>
<tr>
<th>FULL NAME OF CHILD NO. 1</th>
<th>SOCIAL SECURITY NO.</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last) (First) (M.I.) (9 Digit Number)</td>
<td>(Mo./Dy./Yr.)</td>
<td></td>
</tr>
</tbody>
</table>

The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.

RACE: [ ] American Indian or Alaskan [ ] Asian [ ] Black or African American [ ] Native Hawaiian/Pacific Islander [ ] White

ETHNICITY: [ ] Hispanic/Latino: [ ] Yes [ ] No

SEX: [ ] Male [ ] Female

Indicate the hour/days/duration for which child care is needed: __________________________

Child has a special need: [ ] No [ ] Yes

If yes, state special need and attach verification:

Child is a US citizen or a qualified alien? [ ] No [ ] Yes

If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One): [ ] Denied [ ] Approved [ ] Waiting List [ ] Pending

DYFS USE: (Enter the NJ Spirit Case No.) __________________________ Program: __________________________ Code: __________________________ Component: __________________________ Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______ Enrollment Date: ______/_____/______

<table>
<thead>
<tr>
<th>FULL NAME OF CHILD NO. 2</th>
<th>SOCIAL SECURITY NO.</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last) (First) (M.I.) (9 Digit Number)</td>
<td>(Mo./Dy./Yr.)</td>
<td></td>
</tr>
</tbody>
</table>

The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.

RACE: [ ] American Indian or Alaskan [ ] Asian [ ] Black or African American [ ] Native Hawaiian/Pacific Islander [ ] White

ETHNICITY: [ ] Hispanic/Latino: [ ] Yes [ ] No

SEX: [ ] Male [ ] Female

Indicate the hour/days/duration for which child care is needed: __________________________

Child has a special need: [ ] No [ ] Yes

If yes, state special need and attach verification:

Child is a US citizen or a qualified alien? [ ] No [ ] Yes

If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One): [ ] Denied [ ] Approved [ ] Waiting List [ ] Pending

DYFS USE: (Enter the NJ Spirit Case No.) __________________________ Program: __________________________ Code: __________________________ Component: __________________________ Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______ Enrollment Date: ______/_____/______

<table>
<thead>
<tr>
<th>FULL NAME OF CHILD NO. 3</th>
<th>SOCIAL SECURITY NO.</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last) (First) (M.I.) (9 Digit Number)</td>
<td>(Mo./Dy./Yr.)</td>
<td></td>
</tr>
</tbody>
</table>

The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.

RACE: [ ] American Indian or Alaskan [ ] Asian [ ] Black or African American [ ] Native Hawaiian/Pacific Islander [ ] White

ETHNICITY: [ ] Hispanic/Latino: [ ] Yes [ ] No

SEX: [ ] Male [ ] Female

Indicate the hour/days/duration for which child care is needed: __________________________

Child has a special need: [ ] No [ ] Yes

If yes, state special need and attach verification:

Child is a US citizen or a qualified alien? [ ] No [ ] Yes

If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One): [ ] Denied [ ] Approved [ ] Waiting List [ ] Pending

DYFS USE: (Enter the NJ Spirit Case No.) __________________________ Program: __________________________ Code: __________________________ Component: __________________________ Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______ Enrollment Date: ______/_____/______

You May Be Required to Provide Additional Proof of Family Size, Income, Citizenship or Residency to Verify Eligibility. Supporting Documentation Required May Include Most Current IRS Form 1040, Utility Bill or Birth Certificate.
Child Care and Early Education Service Eligibility Application Certification
READ CAREFULLY BEFORE SIGNING

I (we) hereby certify that all of the information provided is true and correct to the best of my (our) knowledge. I (we) know that submitting false information about my (our) situation, failing to give the necessary information or causing others to hold back information is against the law and may subject me (us) to prosecution. I (we) also understand that:

1. Acceptance of child care financial assistance is not for my (our) personal use or expenses and that federal, state and local public funds are and will be used as payment for costs that are directly associated with services rendered by a child care provider.
2. It is unlawful to obtain financial assistance for child care services by providing any false or misleading information, including but not limited to information about my eligibility and/or information that relates to child attendance for provider records, sign-in sheets or voucher payment forms. Examples of unlawful behavior include, but are not limited to:
   - Failing to accurately report all sources of my (our) income. Examples include, but are not limited to not reporting multiple sources of income, or an increase or decrease in wage/salary, child support payments, or alimony, or any other income.
   - Failing to accurately report the amount of my income. Examples include, but are not limited to reporting the accurate amount(s) of income from self-employment; rent from property ownership or changing or altering pay stub information.
   - Failing to accurately report the number of household members. Examples include, but are not limited to failing to report that my spouse or another parent/guardian is living in the household.
   - Pre-signing and dating voucher certification forms, sign-in sheets or other provider records used to track and verify child attendance.
   - Failing to accurately verify child attendance on voucher payment records/forms within the reporting timeframe.
3. This information is being given in connection with federal, state and local public funds and will be used through computer matching programs to confirm the accuracy of my (our) statements and verify my (our) income, resources and need for child care assistance, as warranted.
4. Providing the requested information, including the Social Security Numbers of Parent(s)/Applicant(s), is voluntary. Agency staff may use my (our) names and Social Security information with federal and state agencies and other sources deemed necessary for official examination. However, copies of birth certificates, social security and qualified alien resident cards, if applicable, are required for all children for whom subsidies services are being requested.
5. Failure to provide or deliberate misrepresentation of required information will result in the denial of my (our) application, termination of child care benefits to the family and referral to federal, state or local agencies for criminal or civil court action, garnishment of wages or tax intercept, as well as private claims collection agencies for claims action involving repayment and recovery of funds.
6. Providing false or misleading information in connection with my (our) application for child care financial assistance, and/or failing to report within ten days any change in my (our) family size or family income or any other circumstances that might change my (our) eligibility, such as work/school/training status, may result in the termination of my (our) child care subsidy and make me (us) ineligible to apply for and/or receive subsidized child care for a period of six months for the first violation; for a period of 12 months for a second violation; and permanent disqualification for the third violation.
7. If I receive financial assistance as a result of false or misleading information, I (we) may be responsible to repay the costs of child care and may be subject to a civil fine and possible criminal prosecution.
8. I (we) understand that in order to verify my (our) income and service need, an agency representative may need to contact my (our) employer(s). I (we) hereby authorize my (our) employer(s) to release information regarding my (our) income, pay scale, hours and schedule of work to the agency to which I am applying.

Parent/Guardian Signature: ___________________________ Date: ___________________________

Parent/Guardian Signature: ___________________________ Date: ___________________________

Unsigned applications cannot be processed. A copy of this document will be provided to you for your records.

DYFS USE ONLY

DYFS Case Manager Name and Number: ___________________________ Date: ___________________________

Note: ___________________________

SAR has been completed; voucher payments for DYFS/CPS child care services are approved for the period ___ / ___ thru ___ / ___

DYFS Voucher Payment Authorization Signature: ___________________________ Date: ___________________________

CCR&R or CENTER-BASED CONTRACTED (CBC) PROVIDER USE ONLY:

Check One: ☐ Initial Application ☐ Re-determination Certification Date: ___ / ___ / ___

Family Size: ___________________________ Annual Family Income: $ ___________________________

Family’s Total Assessed Co-Payment, if applicable (Enter Amt. and Check One): $ ___________________________ ☐ WEEK ☐ MONTH

Check One: ☐ DENIED ☐ APPROVED ☐ PENDING

Staff Member Certification: ___________________________ Date: ___________________________

Note: ___________________________

Name of CCR&R or CBC Provider: ___________________________

DHS/CC:3 (12/08)
Complete for Each Additional Child for Whom You Are Requesting Subsidy

4. FULL NAME OF CHILD NO. 4
   (Last)  (First)  (M.I.)  (9 Digit Number)  (Mo./Dy./Yr.)
   The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.
   RACE:  □ American Indian or Alaskan  □ Asian  □ Black or African American  □ Native Hawaiian/Pacific Islander  □ White
   ETHNICITY: Hispanic/Latino:  □ Yes  □ No  SEX:  □ Male  □ Female
   Indicate the hour/days/duration for which child care is needed:
   Child has a special need:  □ No  □ Yes  If yes, state special need and attach verification: ________________________________
   Child is a US citizen or a qualified alien?  □ No  □ Yes  If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One):  □ Denied  □ Approved  □ Waiting List  □ Pending
DYFS USE: (Enter the NJ Spirit Case No.) ____________________________ Program: _____________ Code: _____________ Component: _____________
Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______
Enrollment Date: ______ / ______

5. FULL NAME OF CHILD NO. 5
   (Last)  (First)  (M.I.)  (9 Digit Number)  (Mo./Dy./Yr.)
   The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.
   RACE:  □ American Indian or Alaskan  □ Asian  □ Black or African American  □ Native Hawaiian/Pacific Islander  □ White
   ETHNICITY: Hispanic/Latino:  □ Yes  □ No  SEX:  □ Male  □ Female
   Indicate the hour/days/duration for which child care is needed:
   Child has a special need:  □ No  □ Yes  If yes, state special need and attach verification: ________________________________
   Child is a US citizen or a qualified alien?  □ No  □ Yes  If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One):  □ Denied  □ Approved  □ Waiting List  □ Pending
DYFS USE: (Enter the NJ Spirit Case No.) ____________________________ Program: _____________ Code: _____________ Component: _____________
Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______
Enrollment Date: ______ / ______

6. FULL NAME OF CHILD NO. 6
   (Last)  (First)  (M.I.)  (9 Digit Number)  (Mo./Dy./Yr.)
   The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.
   RACE:  □ American Indian or Alaskan  □ Asian  □ Black or African American  □ Native Hawaiian/Pacific Islander  □ White
   ETHNICITY: Hispanic/Latino:  □ Yes  □ No  SEX:  □ Male  □ Female
   Indicate the hour/days/duration for which child care is needed:
   Child has a special need:  □ No  □ Yes  If yes, state special need and attach verification: ________________________________
   Child is a US citizen or a qualified alien?  □ No  □ Yes  If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One):  □ Denied  □ Approved  □ Waiting List  □ Pending
DYFS USE: (Enter the NJ Spirit Case No.) ____________________________ Program: _____________ Code: _____________ Component: _____________
Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______
Enrollment Date: ______ / ______

7. FULL NAME OF CHILD NO. 7
   (Last)  (First)  (M.I.)  (9 Digit Number)  (Mo./Dy./Yr.)
   The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.
   RACE:  □ American Indian or Alaskan  □ Asian  □ Black or African American  □ Native Hawaiian/Pacific Islander  □ White
   ETHNICITY: Hispanic/Latino:  □ Yes  □ No  SEX:  □ Male  □ Female
   Indicate the hour/days/duration for which child care is needed:
   Child has a special need:  □ No  □ Yes  If yes, state special need and attach verification: ________________________________
   Child is a US citizen or a qualified alien?  □ No  □ Yes  If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)

AGENCY USE: Status (Check One):  □ Denied  □ Approved  □ Waiting List  □ Pending
DYFS USE: (Enter the NJ Spirit Case No.) ____________________________ Program: _____________ Code: _____________ Component: _____________
Assessed Co-Payment (Enter and Circle One): $ ______ Wk. ______ Mo. ______
Enrollment Date: ______ / ______