NJ CHILD CARE SUBSIDY PROGRAM

Documentation Checklist

Below is a general list of required documents for each section of the Child Care Subsidy Program Application that must be submitted for initial eligibility consideration. Additional documents may also be required based on program requirements. Please contact and check with the Child Care Resource and Referral Agency (CCR&R) if you have questions or need assistance. You can reach your local CCR&R at 1-800-332-9227 or by visiting www.ChildCareNJ.gov.

**IDENTIFICATION**

For each applicant/co-applicant, submit one of the documents from Column A. If you are unable to provide from Column A, you may submit two documents from Column B:

<table>
<thead>
<tr>
<th>COLUMN A (PRIMARY DOCUMENTATION)</th>
<th>OR</th>
<th>COLUMN B (SECONDARY DOCUMENTATION)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit one:</td>
<td></td>
<td>Submit two:</td>
</tr>
<tr>
<td>□ Driver’s License</td>
<td></td>
<td>□ High School Diploma, GED, or College Diploma</td>
</tr>
<tr>
<td>□ Government Issued Photo ID Card</td>
<td></td>
<td>□ Health Insurance Card or Prescription Card</td>
</tr>
<tr>
<td>□ Military Photo ID Card</td>
<td></td>
<td>□ Printed Paystub</td>
</tr>
<tr>
<td>□ Employer Issued Photo ID</td>
<td></td>
<td>□ Birth Certificate (applicant/co-applicant or child’s)</td>
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<tr>
<td>□ School Photo ID</td>
<td></td>
<td>□ Social Security Card</td>
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<tr>
<td>□ Passport</td>
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<tr>
<td>□ Permanent Resident Card (Green Card)</td>
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</table>

**ADDRESS**

For any applicant/co-applicant, submit one of the following to verify residence*:

- □ Current Rental/Lease Agreement or Mortgage Bill
- □ Court decree (if applicable)
- □ School records showing residence
- □ Custody Agreement or other court documents for guardianship
- □ Home utility bills
- □ Medical documentation
- □ Vehicle Registration or Title or NJ Driver’s License
- □ Most recent filed tax forms showing dependency (For dependents 18+, must provide filed IRS 1040 Form)

*If you or your child are homeless and do not have a fixed address, please contact your CCR&R for assistance.

**RELATIONSHIP AND HOUSEHOLD SIZE**

For any child in need of child care services, submit the following to prove relationship:

- □ Child’s Birth Certificate
- □ Court decree (if applicable)
- □ Custody Agreement or other court documents for guardianship (if applicable)

For each dependent residing in the home and included in the family size, submit one of the following to verify family size:

- □ Birth Certificate
- □ Custody Agreement or other court documents for guardianship (if applicable)
- □ Court decree (if applicable)
- □ Most recent filed tax forms showing dependency (For dependents 18+, must provide filed IRS 1040 Form)
**CHILD CITIZENSHIP STATUS**

For any child in need of care, submit one of the following:

- U.S. Birth Certificate
- Certificate of Citizenship
- U.S. Passport or Passport Card
- Social Security Card
- Permanent Resident Card (Green Card)
- USCIS Form I-551 (Alien Registration Card)
- Refugee Travel Document (Form I-571)
- USCIS/INS Form I-94 stamped “Refugee”, “Parolee”, “Asylee”, or “Notice of Action”

**INCOME**

**INCOME FROM EMPLOYMENT:**

- Must provide current one month’s worth of current pay stubs (e.g. 4 weekly, 2 biweekly, etc.)

**NEW EMPLOYMENT ONLY:** If paystubs are not available

- Employer letter on company letterhead (signed/dated)
  Must include rate of pay, hours worked per week, employer contact information, and first date of employment; or
- DFD “Verification of Employment” Form
  If approved for subsidy, applicant/co-applicant will be required to follow up with pay stubs.

**SELF-EMPLOYED ONLY:** Submit Current IRS Tax Transcript of Form 1040 Schedule C, “Profit or Loss from Business”

**UNABLE TO WORK or INCAPACITATED:** DFD “Parent Incapacitation Verification” Form

**OTHER INCOME OR BENEFITS TO FAMILY UNIT:**

Documentation must show the rate and frequency of the income received from the sources below:

- Unemployment documentation
- Pension documentation
- Worker’s Compensation
- Social Security award letter
- Retirement/Pension
- Spousal Support/Alimony
- Veterans/Military Benefits
- Disability Benefits
- Child Support – minimum of 6 months of Payment/Disbursement History
  (Note: If child support or alimony is not court ordered, write the amount you receive monthly in Section C of the application)
- Any other income required for federal/state tax reporting purposes

**SCHOOL/TRAINING**

For each applicant/co-applicant, submit one of the following:

- **SCHOOL:** Detailed school schedule naming the school and the student, including days and hours attending, credits, start and end date
- **TRAINING PROGRAM:** Letter on Program letterhead (signed/dated) indicating name of program, start and end date and weekly schedule