

Document Checklist for Child Care Eligibility
Effective October 1, 2016 through September 30, 2017

Maximum Gross Income Eligibility for Child Care Services – Effective October 1, 2016				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$ 793	\$1,585	\$1,717	\$ 3,435
3	\$ 979	\$1,958	\$2,121	\$ 4,243
4	\$1,166	\$2,331	\$2,525	\$ 5,051
5	\$1,352	\$2,704	\$2,930	\$ 5,859
6	\$1,539	\$3,077	\$3,334	\$ 6,667

SINGLE-PARENT FAMILIES MUST BE WORKING/TRAINING AT LEAST 25 HOURS PER WEEK AND TWO-PARENT FAMILIES AT LEAST 50 HOURS/WEEK

Employment: (For all persons in the household over the age of 14, unless minor is in school)

- Last 3 months of paychecks showing gross income and hours worked **OR**
- Employment offer letter on company letterhead, dated and signed by Owner, Manager or Supervisor stating: date of hire/employment start date, days working, hours working, pay rate, and pay frequency (**for new employment only**) **OR**
- Employment Verification Form (accepted for new employment only and must be faxed to employer from our office)

Self-Employment:

- Prior year tax returns
- Client calendar
- EIN number statement
- Last 3 months of business ledger
- Last 3 months of business bank account statements
- Quarterly estimated tax for self-employed persons (Schedule C)

Verification of Income from ALL other sources:

- TANF, SSDI, Loans, Grants and Scholarships, lottery winnings, IRS form 1099-DIV, -INT for dividends or interest, and any other sources

Social Security Cards:

- **Social Security card of customer applying for child care assistance**
Not Required. SSN's are used solely for purposes of accurate identification. Assistance will not be denied if cards are not provided.

Photo ID:

- Current Photo ID of customer applying for Child Care Services (both parents, if two parent household)

Homelessness Status:

- Homelessness determination – *Residency Information form*

Education:

- **Official transcript in sealed envelope** from college/university. New students (freshman) need copy of acceptance letter **AND**
- Current class schedule,
- Financial aid documentation **OR**
- If enrolled in GED, Vocational or business/ trade school – letter from school or GED school advisor documenting days **and** hours attending, coursework **and** expected date of completion

Documentation for Age and Citizenship – needed for all children in household:

- Birth Certificate (U.S. or its possessions),
- U.S. Passport (must be current),
- Hospital, public health record or church/Baptismal record (U.S. or its possessions) **OR**
- Temporary Assistance for Needy Families (TANF), SNAP E&T, Medicaid or other public assistance records

NOTE: All eligibility documents must be submitted before your application can be processed.

Contact Information

Staples Career Center – 520 N. Staples, Corpus Christi, TX 78401 Tel: (361) 500-4410 Fax: (888) 975-8024

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice)