

Hamilton County Department of Job and Family Services
Child Care Intake Application Packet

The following forms are included in this packet. Please review and retain this page only for your reference.

1. **HCJFS 5166B: Child Care Verification Requirements.** Read carefully for detailed verification requirements.
 - ✓ You must verify all current income for your family and all activities for which you need child care.
 - ✓ You must have a source of income or document how you meet your household expenses.
 - ✓ Gather any verifications that apply to your family. **Without required verification your case will be denied.**
 - ✓ Attach a readable copy of all current income &/or school verifications. **Income verification must be 6 weeks old or less.**
 - ✓ Caretakers must provide the appropriate documentation to verify the child is one of the following:
 - **A U.S. born citizen.** To verify U.S. Citizenship, the caretaker must provide a civilian birth, baptismal, or church certificate showing a birthplace in the U.S.
 - **A foreign born U.S. citizen.** To verify U.S. Citizenship, the caretaker must provide a citizen certification, U.S. passport, consular's certification of birth, or certificate of naturalization as verification.
 - **A qualified alien.** To verify the child is a qualified alien, the caretaker must provide forms issued through the immigration and naturalization service, including the INS I-151, I-155 or I-94. **Children must have lived in U.S for five years, unless they were admitted as a refugee or granted asylum under the Immigration and Nationality Act.**

2. **JFS 01138: Child Care Application**
 - ✓ Fill out all pages completely.
 - ✓ Read Your Rights and Responsibilities carefully.
 - ✓ Sign and date the application.

3. **HCJFS 3050: Child Care Employment Verification (optional)**
 - ✓ You need only have this form completed when your last four weeks of pay stubs are not available or you have had a change in your schedule or income which is not reflected on your pay stubs, or you are returning from a leave of absence.
 - ✓ Employment verification must be no more than six weeks old.
 - ✓ If the form is needed, it must be completed by your employer.

4. **HCJFS 1902: Family Household Income Statement (optional)**
 - ✓ You need only have this form completed if you are without a documented source of regular monthly income.

Return all information by Fax, Mail or In Person:	
Mail or In Person	Fax
Mail: Hamilton County JFS, Child Care 222 East Central Parkway Cincinnati, OH 45202-1225 In Person: Scan at 1 st Floor Kiosk	FAX: 513-946-1830 Phone Number: 513-946-1800 Note: You may fax documents for FREE from any Hamilton County Library

Child care is unable to update cases immediately! Cases are processed in the order received.

- Applications may take up to **30** days to be approved or denied. You will receive a Notice of Approval or Notice of Denial once your eligibility has been determined along with a Notice of State Hearing Rights.

Child Care Connections
Visit www.hcjfs.org to report your choice of child care providers. When choosing a child care center, view www.jfs.ohio.gov for licensing information. To search providers who care for children in their own homes, visit http://childcaresearch.ohio.gov
<ul style="list-style-type: none"> ✓ You must report your selected provider or change in providers on or before the 1st day of care. ✓ Each child can only be authorized to <u>one provider</u> during a week unless an exemption is met. Call the county for information. ✓ It may take up to 5 business days to process: <ul style="list-style-type: none"> ▪ Adding a new provider ▪ Changing a provider ▪ Adding an additional provider

Child Care Time, Attendance and Payment (TAP)	Important – READ THIS!
Tracking attendance in the Ohio Child Care Time, Attendance and Payment (TAP) system is a requirement of Child Care eligibility. Upon approval for publicly funded Child Care, the authorization is created for the provider identified on the application or through the Child Care Connection. The provider will see the authorization the next business day in TAP and attendance tracking can begin.	
<ul style="list-style-type: none"> • Caretakers must tap in and out for care and must approve any <i>corrected</i> attendance before the provider can submit for payment. • Use of TAP to track attendance for each child at each authorized provider ensures appropriate payment. • Failure to follow these requirements may result in the caretaker being required to pay out of pocket. 	