

Hamilton County Department of Job and Family Services

Child Care Verification Requirements

For HCJFS to process your application for child care services, you must submit the following verification when it applies to you, your guardian, spouse, or other caretaker-parent in your home.

EMPLOYED

Employment verification must be 6 weeks old or less.

- ▶ If your employer issues pay checks & you have been employed for more than one month, submit:
 - Four (4) current pay stubs if paid weekly.
 - Two (2) current pay stubs if paid bi-weekly or semi-monthly.
 - One (1) current pay stub if paid monthly. OR
 - An employer payroll history or printout with your name, gross pay, hours & dates of pay.

- ▶ If your employer does **NOT** issue paychecks and you have been employed less than one month, or you are on medical or maternity leave, or you need to clarify a special circumstance, submit an employment verification form or letter from your employer on company letterhead that includes the following:
 - Name and address of employer
 - Employee's name & social security #
 - Employee's date of hire
 - Employee's rate of pay
 - Number of hours employee works per week
 - How often paid
 - Gross Income per pay period
 - Days and hours employee can work
 - How many overtime hours per week
 - How much received in tips per week
 - Date medical leave began, if applicable
 - Exact return date to work, if applicable
 - Verifier's name, position, and telephone
 - Verifier's signature and date

SELF-EMPLOYED

- ▶ Submit the HCJFS 3277 - Self Employment form or notarized statement that includes: name and address of business, days and hours of operation, business income per month, and business expense per month.
- ▶ If you have been self-employed for more than one year, also submit last year's tax form.

CITIZENSHIP

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.

RECEIVE OR PAY CHILD SUPPORT

- ▶ If court ordered in the state of Ohio, we can obtain verification.
- ▶ If court ordered in another state, you must obtain and submit a printout of the last three months of payments.
- ▶ If private arrangements exist, you must submit a notarized statement (or copy of your divorce decree) that verifies the amount received or paid per month.

RECEIVE ANY OTHER INCOME

- ▶ If you are attending school or training, proof of income is required to explain how you meet basic living expenses (rent, utilities, etc). If you are not employed and do not receive unearned income (examples: social security, unemployment, worker's compensation, cash assistance, etc) you must verify all other means of financial support provided to you. Provide a notarized statement from the party providing the financial support including the amount and frequency.

YOUR CHILD HAS A SPECIAL NEED

- ▶ Submit a letter from a physician, psychiatrist or psychologist who verifies child care is essential to the developmental plan of the child. This verification does not automatically make the child eligible for child care.

OTHER CARETAKER PARENT HAS A SPECIAL NEED (only applicable for two-parent home)

- ▶ Submit the HCJFS Unable to Care for Child form (HCJFS 0175) signed by a physician, psychiatrist, or psychologist who verifies the reason the other caretaker parent cannot provide care for the child.

ENROLLED IN SCHOOL / TRAINING

- ▶ Submit an official school schedule, or statement (on school letterhead) signed and dated by a school official which includes the student's name, social security number, dates of enrollment, and the days/hours scheduled to attend.

ASSIGNED TO AN OHIO WORKS FIRST (OWF) TRAINING ACTIVITY

- ▶ If you receive OWF, your eligibility technician must approve your current activity by updating WPSI or WPLM and WPLS (if you are in the LEAP program).

TWO CARETAKER FAMILIES

- ▶ If you are currently married or reside with an individual with whom a common child is shared, both individuals must be engaged in an employment or approved scholastic/vocational training program to qualify for daycare assistance. Daycare eligibility will be limited to the hours the activities for both individuals **overlap**.