Child Care Assistance New Application Submission Checklist

The Application for Child Care Assistance (CFWB-012) must include supporting documentation. Check to ensure that documentation is provided for each requirement of subsidy eligibility.

Ensure all sections are completed, including:
- If two-parent household, both parents signed
- Military status (Section 3)
- Travel time (Section 5)

Copy of one of the following:
- IDNYC
- Driver's License
- Utility Bill
- Rent Receipt
- Section 8 Award Letter
- NYCHA Certificate
- Other

PLEASE NOTE: If “OTHER” documentation is not satisfactory, ACS will notify applicant.

ONLY FOR CHILD(REN) NEEDING CHILD CARE: CITIZENSHIP/IMMIGRATION STATUS

Copy of one of the following:
- US Birth Certificate
- Green Card
- US Passport
- Alien Registration Card including Permanent Resident or
- Naturalization Certificate
- Form FS-240 (Report of Birth Abroad of a U.S. Citizen)
- Other

PLEASE NOTE: If “OTHER” documentation is not satisfactory, ACS will notify applicant.

CHILD’S RELATIONSHIP TO PARENT/APPLICANT

Copy of one of the following for all children in the household under age 18, regardless if child care is needed for the child:
- Birth Certificate
- Baptismal record
- Passport with parent signature
- Adoption record
- Court order for legal guardian with financial responsibility

AGE

Copy of one of the following for all children in the household under age 18, regardless if child care is needed for the child:
- Birth Certificate
- Baptismal record
- Passport
- Adoption record
- Alien Registration Card

All Applicants submitting CFWB-012 must provide documentation of income regardless of reason for care.

If Employed:
- CFWB-015 - Referral to Employer for Employee Income Information

OR
- Pay Stubs (Bi-weekly = Every 2 weeks; Semi-monthly = Twice a month)
- Weekly – 4 current, consecutive pay stubs if gross amount is the same
- Weekly – 12 current, consecutive pay stubs if gross varies
- Bi-weekly/Semi-monthly – 2 current, consecutive pay stubs if gross amount is the same
- Bi-weekly/Semi-monthly – 6 current, consecutive pay stub if gross varies

Please go to http://www1.nyc.gov/site/acs/early-care/forms.page for forms and application instructions. For more information call 311 or 212-835-7610.