

Child Care Subsidy Application Checklist

Working Family

To prove eligibility to the DC Government, you must submit the following:

- Child Care Subsidy Application

Relationship

- Long form birth certificate for each dependent child OR Proof of guardianship
- Current photo ID for parent or guardian
- Social Security cards for children and parent(s)

Residency

- Utility bill from within the last 30 days (cable and cell phones do not count)
OR
- Official rent receipt with applicant's name on it from the last 30 days
OR
- A letter from Social Services (TANF office, etc.) dated from within the last 30 days
OR
- A notarized letter from the person with which the applicant lives stating that they live at the address *with* the applicant AND two pieces of mail addressed to the applicant postmarked within the last 30 days

Need/ Income

- 3 consecutive pay stubs reflecting at least a 20 hour work week
OR
- Letter from employer with applicant's name and address indicating their work schedule and salary or pay rate; applicants must then submit the next 3 consecutive pay stubs to confirm the schedule and salary
AND
- Proof of Child Support or estimated financial contribution of second parent to child's needs

FAQs:

Q: When can I apply for the subsidy program?

A: The earliest you can apply for a subsidy is August 15th, 2016 for Kinder-6th graders and August 22nd, 2016 for PS/PK.

Q: Am I eligible for a child care subsidy if I receive TANF?

A: Yes! Your case worker can issue you a child care subsidy. To receive your subsidy, please make an appointment at DC's Department of Human Services' Child Care Services Division.

Q: How do I get a child care subsidy if I have children in more than one child care centers?

A: If you have children who attend different child care facilities you should make an appointment at DC's Department of Human Services Child Care services Division.

Q: Where is the Department of Human Services Child Care Services Division located?

A: It is located at 4001 South Capitol Street SW. The office offers "walk-in" visits for new applicants Monday through Wednesday from 8:15-3:30pm. All other applicants should schedule an appointment at (202)-717-0284.

Q: If I am not married, but I live with my child's mother/father. Does her/his income count towards my family income?

A: Yes, if you are co-parenting in the same household-- regardless of marital status-- both parents' income and activity counts.

Q: I am enrolled in school. Am I eligible for a subsidy?

A: Possibly! There are different requirements to determine eligibility for someone in school. Please contact your Prep EX! program leader for an answer for your situation.

Q: I work 20+ hours a week, but my scheduled work time does not overlap program time. Am I still eligible?

A: Unfortunately, no. In order to be eligible, you must demonstrate a need for childcare during the hours of the Prep EX! program. If you are not working during the hours of the program, you will not be eligible for a subsidy.

Q: I only need to enroll my child in aftercare Wednesday through Friday. Can I obtain a subsidy?

A: That depends on your particular eligibility. However, if your child is absent from the program 5+ days in the month, the subsidy will be terminated.