



# Child Care Subsidy Application Checklist

Families experiencing homelessness



For parents/guardians - I/We:

- have an activity for each parent/guardian (Employment/Employment starting within 2 weeks, School, or Job training)
- meet the income limit for our family size
- do not have assets totaling \$1 million dollars
- have a mailing address\*
- have verifications available to upload with my online application or mail with my application

\*Visit the nearest post office to ask about general delivery if you don't have a mailing address.

My/Our Child(ren):

- is a U.S. Citizen or is a lawful permanent resident
- lives with me/us
- is under 13 or is 13 through 18 who is unable to care for self
- is in child care or will be starting child care within the next 30 days

In order for the Department to determine your family's eligibility, ALL applicable verifications must be received. However, due to your family's living situation, we will allow you extra time to provide verification documents, up to 2 months from the receipt of your application.

For parents/guardians:

- Copy of ID (Driver's License or other government issued ID)
- Income (Paystubs, self-employment, award letters, other countable income, etc.)
- Employment verification, School registration or Job Training Letter
- Guardianship documents (if applicable)
- Permanent disability (if applicable)
- Social Security Cards (optional)

For children:

- Birth certificate (government issued preferred)
- Citizenship/lawful permanent resident (if not born in the U.S.)
- Court decree or custodial documents (if applicable)
- Social Security Cards (optional)

For samples and more information on verifications, visit the Department's Child Care Program website at:

[www.humanservices.hawaii.gov/bessd/child-care-program/](http://www.humanservices.hawaii.gov/bessd/child-care-program/) or [www.childcaresubsidy.dhs.hawaii.gov](http://www.childcaresubsidy.dhs.hawaii.gov)