



# Child Care Subsidy Application Checklist

## Child Protective Services for Family Supervision with Court Ordered Child Care



For Parents/Guardians - I/We:

- are receiving child protective services for our child and child care is court ordered
- have verifications available to upload with my online application or mail with my application

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 process your application to determine your family's eligibility,  
ALL applicable verifications must be submitted with your online application.\*

\*Foster children or families experiencing homelessness, who do not have supporting documents available at application, may be allowed up to 2 months to provide required documents to the department.

For Parents/Guardians:

- Copy of ID (Driver's License or other government issued ID)
- Court ordered child care documents/Child Welfare Family Case Court Order
- 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)