



Child Care Subsidy Application Checklist

Family with employment, school and/or job training



For Parents/Guardians - I/We:

- have an activity for both parents/guardians (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 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 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 supporting documents 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)
- Income (One month of all applicable income - paystubs, award letter, etc.)
- Employment (Paystubs or employment letter), School Registration or Job Training Verification
- Guardianship documents (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/ or www.childcaresubsidy.dhs.hawaii.gov