



Child Care Subsidy Application Checklist

Minor Parent living with Parents

Parents of the Minor Parent must apply for the household



For Parent(s) of Minor Parent - I/We:

- 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

*Family include parents, minor parent, grandchild(ren) and any other minor children living in your home

For Minor parent - I:

- have an activity (School, Job training or employment)

Our Grandchild(ren):

- is a U.S. Citizen or is a lawful permanent resident
- lives with us and is under 13 years of age
- 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 of Minor Parent:

- Copy of ID (Driver's License or other government issued ID)
- Income (Paystubs, self-employment, award letters, other countable income, etc.)
- Permanent disability (if applicable)
- Social Security Cards (optional)

For Minor Parent:

- Copy of ID (Driver's License or other government issued ID)
- Proof of activity (School, Job training, or Employment)

For Grandchild(ren):

- 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