



Child Care Subsidy Application Checklist



Minor Parent living with Foster Parents
Foster Parents of the Minor Parent must apply for the household
which will include foster parents, minor parent, minor parent's child(ren)

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

- are a licensed DHS Foster Boarding Home
- have verifications available to upload with my online application or mail with my application

For Minor parent - I:

- have an activity (School, Employment, or Job training)
- live with the applicant(s) with my child(ren)

For Minor Parent's Child(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 an application to determine the family's eligibility,
ALL applicable verifications must be submitted.*

*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 Foster Parents:

- Copy of ID (Driver's License or other government issued ID)
- DHS Foster Boarding Home License
- Guardianship documents (CWS Foster Placement Agreement)
- 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 Child(ren):

- Birth certificate (government issued preferred)
- 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