



# Child Care Subsidy Application Checklist

Foster Family Requesting Child Care Assistance for  
Foster Children Plus Own Children



Revised 6/2025

## For Parents/Guardians - I/We:

- ☐ have an activity\* (Employment/Employment starting within 2 weeks, School, or Job training)
- ☐ are a licensed DHS Foster Boarding Home
- ☐ 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

\*If a 2-parent household, both parent/guardians need to have an eligible activity

## All Children (foster and own):

- ☐ are U.S. Citizens or is a lawful permanent resident
- ☐ lives with me/us
- ☐ are under 13 or is 13 through 18 who is unable to care for self
- ☐ are 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 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)
- ☐ DHS Foster Boarding Home License
- ☐ Income (One month of all applicable income - paystubs, award letter, etc.)
- ☐ Employment (Paystubs or employment letter), School Registration or Job Training Verification
- ☐ Guardianship documents (CWS Foster Placement Agreement DHS 1508)
- ☐ Permanent disability (if applicable)
- ☐ Social Security Cards (optional)

## For All Children:

- ☐ Birth certificate (government issued preferred)
- ☐ Citizenship/lawful permanent resident (if not born in the U.S.)
- ☐ Custodial/Guardianship documents (for own children, 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 <https://childcaresubsidyapplication.dhs.hawaii.gov/>