



# Child Care Subsidy Application Checklist

## Foster Family Requesting Child Care Assistance for Foster Children

Revised 6/2025



### For Foster Parents/Guardians - I/We:

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

### Foster 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 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 Foster Parents/Guardians:

- ☐ Copy of ID (Driver's License or other government issued ID)
- ☐ DHS Foster Boarding Home License
- ☐ Employment (Paystubs, letter from employer for a new job, or self-employment docs)
- ☐ School registration or Job Training Letter
- ☐ Guardianship documents (CWS Foster Placement Agreement DHS 1508)
- ☐ Permanent disability (if applicable)
- ☐ Social Security Cards (optional)

### For children:

- ☐ Birth certificate (government issued preferred)
- ☐ Citizenship/lawful permanent resident (if not born in the U.S.)
- ☐ 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/>