

# SINGLE APPLICATION FOR CHILD CARE ASSISTANCE OVERVIEW

## IMPORTANT INFORMATION WHEN APPLYING FOR CHILD CARE ASSISTANCE

### CHILD CARE SUBSIDY (CCS) ELIGIBILITY REQUIREMENTS

1. Child must be under age 13, or 13 through 18, and unable to care for self.
  - ✓ Written verification from a state-licensed physician or psychiatrist or psychologist if child is age 13 through 18 and unable to care for self will be required.
2. Child must be a US citizen or a Lawful Permanent Resident.
  - ✓ If not born in the US: US passport, Certificate of Naturalization, Certificate of Citizenship or permanent resident card (“Green Card”) will be required.
3. Child for whom assistance is being requested must reside with the applicant.
4. Income eligibility for the household size (see CCS program info [here](#)).
5. Parent(s)/guardian(s) must be at least:
  - Employed or attending school or a job training program;
    - ✓ Employment verification or school registration which shows credits/hours enrolled or job training program enrollment will be required.
  - At risk of losing employment because child care is needed;
  - Offered a job and need child care to start employment;
  - Receiving Child Protective Services (CPS);
    - ✓ Child Welfare Services (CWS) court-ordered Family Service Plan or the Foster Custody Placement Agreement will be required.
6. Family will select the child care provider that meets the DHS requirements that best meets the needs of the family and child(ren).
7. If applying for the Child Care Subsidy program you may file your application if your child care starts in 30 days.

### PRESCHOOL OPEN DOORS (POD) ELIGIBILITY REQUIREMENTS

1. Child must turn 5 years old between 8/1 through 12/31, 4 years old by 12/31, or 3 years old by 7/31 of the applying program year (the school year that the child will be attending preschool). Priority is given to children:
  - who received POD services the previous school year;
  - who are eligible to enter kindergarten at the start of the following school year;
  - who qualify as a special population (underserved or at-risk).
2. Child for whom assistance is being requested must reside with the applicant.
3. Income eligibility for the household size (see POD program info [here](#)).
  - ✓ POD applications are only accepted during DHS established application periods.
  - ✓ POD applications received outside of an established application period will be denied.

## DOCUMENTATION REQUIRED FOR THE APPLICATION FOR CHILD CARE ASSISTANCE

**For parents/guardians:** Identification, copies of court decrees, custody agreements, legal guardianship, verification of relationship to child (e.g. power of attorney), income verification, pay stubs, self-employment documents (e.g. G-45 tax form, General Excise tax license, tax returns, income & business expenses), school/training registration, verification of permanent disability.

**For children:** Copies of birth certificates for all children, citizenship/lawful permanent resident verification, court decree or custodial documentation.

**For all:** The provision of a social security number and copies of the social security card for all household members listed on the application is strictly voluntary. Failure to provide this information will not affect the application process or the amount of benefits you will receive. The use of social security numbers will be for agency use only as an internal identifier.













**PRESCHOOL OPEN DOORS  
TANF ELIGIBILITY DETERMINATION**

The following information is voluntary and does not affect your eligibility for Preschool Open Doors (POD). By providing the following information you may be eligible to receive federal Temporary Assistance for Needy Families (TANF) funding for your POD needs, increasing the source of funds that are available for your child(ren) for POD:

1. Are all family members in your household a U.S. Citizen or Lawfully Admitted Immigrant (please see below for details)?  Yes  No
- 
2. Are you employed?  Yes  No
- 
3. Is POD child care needed during the hours you work?  Yes  No

**TANF Guidelines**

Note: The individuals under the Compacts of Free Association are not eligible. Under current law, citizens of Freely Associated States (FAS) are not eligible for federal public benefits (except emergency services and programs expressly listed, such as Medicaid emergency medical care or Federal Emergency Management Agency disaster services) because they are not “qualified aliens” as defined by the Immigration and Nationality Act.

Prior to 1996, FAS citizens residing in the United States were able to obtain federal assistance because they were considered “permanently residing under color of law” (PRUCOL), which is an eligibility standard that is not defined in statute. Historically, PRUCOL has been used to provide a benefit to certain foreign nationals who the government knows are present in the United States, but whom it has no plans to deport or remove. When Title IV of P.L. 104-193 (PRWORA) established comprehensive limitations and requirements on the eligibility of all noncitizens for means-tested public assistance, it effectively ended access to federal benefits for foreign nationals who had been considered PRUCOL. As a consequence, citizens of the FAS residing in the United States are barred from receiving most federal public benefits.

The applicant must be a parent or a relative, through blood or marriage, to the dependent child(ren) in the family. If the services are for the child(ren) or family unit, then the children must also meet the citizenship criteria.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name

Family is eligible for TANF-funded services  Yes  
(For Department use only)  No