



# CHILD CARE

SOCIAL SERVICES - ECONOMIC SECURITY



## Welcome!

To help you with the application process we've included some tips and a checklist of the required documents necessary for you to be approved for Income Eligible Child Care.



**Child Care Application** Completed & Signed



**Child(ren) proof of identity**- Birth Certificate (for ALL children under 18 who live in the home)



**Applicant(s) proof of identity** (such as driver's license)



**Proof of residence**



**Employment Verification Form(s)** must be completed by Employer or pay stubs (4 consecutive weekly pays or 2 biweekly). Pay stubs must be dated within the last 30 days.



**Child Care Provider Information Sheet** (to be completed by applicant)



**Child Support Information Sheet** (if applicable)



**Permission to Release Information** form Signed



## TIPS

- Fill in every box
- Parents/guardians must be employed or have a qualifying activity
- If a two parent household each person must complete the employment verification form if employed
- If recently employed and a pay stub(s) is not available, an acceptance/hire letter will be considered until pay stubs are available. Collateral contact may also be made to verify employment.
- Paperwork must be current - dated within 30 days .
- All information must be consistent throughout the application process.
- If there is anything that you are unsure of, please ask!

## SUBMIT APPLICATION



**Email:** DayCareDocs@dfa.state.ny.us



**Fax:** 315-435-5682



**Mail or Drop Off:** Onondaga County  
DSS /Civic Center 421 Montgomery St.,  
2nd Floor Syracuse, NY 13202