

CS-1070 Rev. 3/09	NEW YORK CITY CHILDREN'S SERVICES DIVISION OF CHILD CARE and HEAD START	Documentation Required for Child Care Eligibility
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DOCUMENTATION REQUIRED FOR CHILD CARE ELIGIBILITY

1. Employment

- Pay Stubs (Bi-weekly or Semi-Monthly) last 6 current and consecutive pay stubs
(Weekly) last 12 current and consecutive pay stubs
- ACD 1069 Referral to Employer for Income Information (accepted only when pay stubs are unavailable or insufficient)

Note: Self-employed parents must submit their current 1040 and appropriate schedules (ex. Schedule C, SE, K-1, etc.)

2. School Vocational Training

- ACD 1082 Vocational Training Verification

Note: A letter from the training institution on official letterhead is also acceptable, but must contain all necessary information reflected on the ACD 1082.

3. Homelessness / Domestic Violence

- ACD 1019 Non-ACS Social Service Agency Preventive Referral to ACS

Note: A letter signed by the client's social service agency is also acceptable, but must include all necessary information reflected on the ACD 1019.

4. Preventive/Protective Services / Foster Care

- W186-D-2 ACS Child Welfare Authorization for Referral/Recertification/Termination of Child Care Services

5. Social Service Referral

- ACD 1019 Non-ACS Social Service Agency Preventive Referral to ACS

Note: If the applicant is a caretaker, they must complete the Caretaker Relative Statement in addition to the above required documents.