

## Child Care Assistance New Application Submission Checklist

The Application for Child Care Assistance (CFWB-012) must include supporting documentation.  
Check to ensure that documentation is provided for each requirement of subsidy eligibility.

### 1. APPLICATION (CFWB-012)

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Ensure all sections are completed, including:

- If two-parent household, both parents signed     Military status (Section 3)     Travel time (Section 5)

### 2. NEW YORK CITY RESIDENCY

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Copy of one of the following:

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="radio"/> Driver's License                             | <input type="radio"/> NYCHA Certificate  | <input type="radio"/> Current lease |
| <input type="radio"/> IDNYC  | <input type="radio"/> Utility Bill with your current address (e.g. electricity, gas, heating, oil, water, WiFi/internet, cable or landline phone)* |                                     |
| <input type="radio"/> Section 8 Award Letter                       | <input type="radio"/> Rent or mortgage statement with address*   |                                     |
| <input type="radio"/> CFWB-067 Residency Attestation               | <input type="radio"/> CFWB-027 Housing Attestation with address listed   |                                     |
| <input type="radio"/> Shelter Residency Letter with address listed | <input type="radio"/> Other _____  |                                     |

**Documents cannot be expired.**  
**Documents with a \* cannot be more than 60 days old.**

*PLEASE NOTE: If "OTHER" documentation is not satisfactory, ACS will notify applicant.*

### 3. ONLY FOR CHILD(REN) NEEDING CHILD CARE: CITIZENSHIP/IMMIGRATION STATUS

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Copy of one of the following:

- |  |  |
|--|--|
| <input type="radio"/> US Birth Certificate       | <input type="radio"/> Alien Registration Card including Permanent Resident or Green Card |
| <input type="radio"/> US Passport Form           | <input type="radio"/> FS-240 (Report of Birth Abroad of a U.S. Citizen)                  |
| <input type="radio"/> Naturalization Certificate | <input type="radio"/> Other  |

**PLEASE NOTE: If "OTHER" documentation is not satisfactory, ACS will notify applicant.**

### 4. CHILD'S RELATIONSHIP TO PARENT/APPLICANT

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Copy of one of the following for all children in the household under age 18, regardless if child care is needed for the child:

- |  |  |
|--|--|
| <input type="radio"/> Birth Certificate              | <input type="radio"/> Adoption record  |
| <input type="radio"/> Baptismal record               | <input type="radio"/> Court order for legal guardian with financial responsibility |
| <input type="radio"/> Passport with parent signature | <input type="radio"/> Other (Please complete Caretaker Attestation CFWB-058)       |

### 5. AGE

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Copy of one of the following for all children in the household under age 18, regardless if child care is needed for the child:

- |   |  |
|---|--|
| <input type="radio"/> Birth Certificate | <input type="radio"/> Adoption record                                      |
| <input type="radio"/> Baptismal record  | <input type="radio"/> Alien Registration Card                              |
| <input type="radio"/> Passport          | <input type="radio"/> Official hospital documentation of the child's birth |

## 6. INCOME

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All Applicants submitting CFWB-012 must provide documentation of income regardless of reason for care.

### If Employed:

- CFWB-015 - Referral to Employer for Employee Income Information

OR

Pay Stubs (Bi-weekly = Every 2 weeks; Semi-monthly = Twice a month)

- Weekly – 4 current, consecutive pay stubs if gross amount is the same
- Weekly – 12 current, consecutive pay stubs if gross varies
- Bi-weekly/Semi-monthly – 2 current, consecutive pay stubs if gross amount is the same
- Bi-weekly/Semi-monthly – 6 current, consecutive pay stub if gross varies

Please go to <https://www1.nyc.gov/site/acs/early-care/forms.page> page for forms and application instructions.

For more information call 311 or 212-835-7610.

### If Self-Employed:

- If self-employed for 1 year or more: Submit a current, complete, and signed Form 1040 AND a Schedule 1 (Form 1040) AND one of the following documents, depending on your type of business:
  - For Sole Proprietor: Schedule C (Form 1040 and any related Form 1099)
  - For S-Corp and LLC-Corp: Form 1120-S
  - For LLC Partnership: Form 1065
- If self-employed for 1 year or more, but do not have a current Form 1040 due to filing an extension: Submit a complete and signed Form 4868 AND three months of business records maintained for tax purposes.
- If self-employed for less than 1 year: Submit CFWB-031 Self-Employment Income Information Attestation AND three months of business records.
- If self-employed for less than 3 months: Submit CFWB-031 Self-Employment Income Information Attestation AND business records for every month self-employed.

### Other Income:

- For SSI, SSD, unemployment benefits, rental income, pensions, annuities, worker's compensation: Submit proof of this income source in the form of a recent check, pay stub or award letter. You do not need to include SSI received by any child in your household. If the amount is the same each month, you must provide one month of documentation. If the amount is different each month, you must provide 3 months of documentation. If you believe the prior 3 months do not represent your typical income from this source, you may submit up to 6 months of documentation. The most recent check, pay stub or award letter must be dated within 30 days of your application submission date.
- For alimony and child support: Submit documentation if you have an agreement, award letter, or copy of checks. If the amount is the same each month, you must provide one month of documentation. If the amount is different each month, you must provide 3 months of documentation. If you believe the prior 3 months do not represent your typical income from this source, you may submit up to 6 months of documentation. The most recent agreement, award letter, or check must be dated within 30 days of your application submission date.

## 7. REASONS FOR CARE

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Applicant must document one of the following reasons for care:

a. **Working minimum of 10 hours per week earning at least minimum wage:**

- See above under income for required documents regarding Employment and / or Self-employment.

b. **Educational/Vocational activity:**

Vocational School, 2 Year College, or 4 Year College (one of the following)

- CFWB-005 with School's stamp
- A letter from the training or educational institution on official letterhead is also acceptable, but must contain all necessary information reflected on the CFWB-005.

c. **Looking for Work (One of the following):**

- CFWB-026 - Work Search Record
- Approved Work Search Plan from the NYS Dept. of Labor
- Proof of receipt of Unemployment Insurance

d. **Homeless (One of the following):**

- Shelter Residency Letter (If living in Shelter, including Humanitarian Emergency Relief Centers) OR
- CFWB-027 Housing Attestation (If living doubled-up, in a place not meant for human habitation, in a hotel/motel, or in another living situation)

e. **Domestic Violence Referral (From Domestic Violence service provider):**

- Referral for services in response to domestic violence

f. **Substance Abuse Treatment Program Referral (From Substance Abuse Treatment service provider):**

- Referral for services to treat substance abuse

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