

## Proof of ID and Residency for Child Care Providers

All legally exempt family and in-home child care providers must:

- (1) provide proof of identity and residency in order to receive payment;
- (2) complete page 2 of this notice.

If you are a Relative-Only Child Care Provider, complete the Notification of NYC Requirement for Relative-Only Child Care Providers (CFWB-047).

### Verification of Provider Identity

Providers must submit one of the following forms of documentation for WHEDCo to verify the provider's identity (copies of the original document are acceptable).

At least one of the following forms of a current valid photo ID issued by government, employer, school or other official/institution/agency including but not limited to:

- Driver's license/non-drivers identification card
- Passport or visa
- Naturalization or citizenship certificate
- School or Military ID card
- Employment Authorization Card
- Permanent Resident Card
- Government Benefit Card (e.g., Cash Assistance/Medicaid/Supplemental Nutrition Assistance Program)

### OR

At least two of the following non-photo-IDs including but not limited to:

- Social Security card
- Birth certificate
- Baptismal certificate
- Government benefit card (e.g., Welfare/Medicaid/Food Stamps)
- Life Insurance Policy

### Verification of Provider Residence or Third Party Owner or Tenant

Providers must submit one of the following forms of documentation, either a copy or an original to be copied by WHEDCo, to verify the provider's residence. The provider may, for privacy reasons, cross out any specific financial information on the document.

- Statement from landlord on his/her official stationery\*
- Lease or deed with the provider's name
- Rent statement/receipt with preprinted address\*
- Mortgage records
- Tax records for residence (property tax bill)
- A utility bill (electricity, gas, heating, oil, water or landline phone) with the provider's address\*
- A bank statement with the provider's address\*
- Provider's school records indicating address\*

***\*Documents cannot be more than 60 days old.***

*If you cannot verify your residence or are providing care at a third-party residence, complete and submit the bottom portion of page 2 along with the documentation listed above to verify the residence of the property owner or primary tenant.*

## Proof of ID and Residency for Child Care Providers continued

### LOCATION OF LEGALLY EXEMPT FAMILY AND IN-HOME CHILD CARE

Name of Child: \_\_\_\_\_

Name of Provider: \_\_\_\_\_

Location of Child Care \_\_\_\_\_

The above location is the address of (please check one):

- Child in care
- Provider (please check one)
  - I have provided verification of my residence

**If you are able to provide verification of your residence, stop here. No additional information is required to be completed below.**

- I am not able to provide verification of my residence (you may only check this if you are not the owner or primary renter). The name of the owner or primary tenant is: \_\_\_\_\_
- Third party location (not where you or the child in care lives)

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

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\*Attention Providers: If you checked the box indicating that you are unable to verify your residence or you are providing care at a third party location, you must have the owner or primary tenant sign the statement below.

Statement by owner or tenant:

I, \_\_\_\_\_, the owner/primary tenant at  
*Name of owner/primary tenant*

\_\_\_\_\_  
*Address*

Approve the use of my residence for child care provided by \_\_\_\_\_  
*Name of provider*

to \_\_\_\_\_  
*Name of Child*

Signature of owner/primary tenant \_\_\_\_\_

Date \_\_\_\_\_