



April 1, 2022

Dear Parent

Your request for Child Care Services (CCS) Thank you for your interest in the CCS program.

Please utilize the Enrollment Checklist to ensure you have all of the required documents turned in within 10 days. You will need to turn in all documents. This is very important since funds are limited.

Please provide information using via email [ccs@southtexasworkforce.org](mailto:ccs@southtexasworkforce.org), fax number 956-794-1530, drop off documents at the Workforce Solutions center, or upload your documents through your WorkInTexas profile.

Remember to include your preferred child care provider when submitting your documents.

If you have any questions or concerns, please feel free to contact us.

Sincerely,

Workforce Solutions for South Texas — Child Care Services

956-794-1500

1406 Jacaman Rd. Suite A Laredo, TX 78041 Phone: 956-794-1500 Fax: 956-794-1530 E-mail: <a href="mailto:ccs@southtexasworkforce.org">ccs@southtexasworkforce.org</a>
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## Document Checklist for Child Care Eligibility

WHEN YOU ARE REMOVED FROM THE WAITLIST, YOU WILL NEED TO PROVIDE THE FOLLOWING DOCUMENTS TO CHILD CARE SERVICES WITHIN 5 DAYS

1) **Identification Information —for all adults in household:**

- \_\_\_\_\_ Photo ID of parent applying for Child Care Services (state issued photo ID)
- \_\_\_\_\_ Current Utility bill to determine residence in Jim Hogg, Webb or Zapata – OR –
- \_\_\_\_\_ Driver’s license with valid Jim Hogg, Webb or Zapata address

2) **Documentation for Age & Citizenship – all children in household (one of the following for each child)**

- \_\_\_\_\_ Birth Certificate (U.S. or its possessions)
- \_\_\_\_\_ U.S. Passport (must be current)
- \_\_\_\_\_ Hospital or public health record (U.S. or its possessions) signed by physicians
- \_\_\_\_\_ Church or Baptismal record (U.S. or its possessions)
- \_\_\_\_\_ Medicaid Card, or other related public assistance records

3) **Employment Income (For all household members who are working)**

- \_\_\_\_\_ Last 90 days consecutive paychecks showing gross income and hours worked for all working adults in household over age of 13 (**Weekly Pay: 13 ck stubs, Biweekly Pay: 7 ck stubs, Semi-Monthly Pay: 6 ck stubs, Monthly Pay: 3 ck stub**)

**-OR-**

- \_\_\_\_\_ IF NEW JOB (less than 90 days) — “Employment Verification Form” – must be filled out and signed by a supervisor or manager; need company name, and contact number needed for verification, and copies of all checks received to date

**-OR-**

- \_\_\_\_\_ IF SELF EMPLOYED – The Self-Employment Form 4150 along with copies of business ledgers showing itemized self-employment income for the past 3 months and the previous year’s federal tax return documentation.

**Other income**

- \_\_\_\_\_ Documentation of other income including TANF, SNAP benefits, SSDI, Medicaid, or other related public assistance records.

4) **A) Education: (For all parents who are pursuing a college degree)**

- \_\_\_\_\_ **Unofficial** transcript from college or University / Ne Students (freshman) – copy of award letter
- \_\_\_\_\_ Current class schedule
- \_\_\_\_\_ Financial aid documentation
- \_\_\_\_\_ Degree Plan

**B) Education: (For all parents who are pursuing GED or high school equivalency)**

- \_\_\_\_\_ Letter from career center of GED class documenting days and hours attending, coursework, and expected day of completion.

5) **Proof of Residency:**

- \_\_\_\_\_ Acceptable forms of residency are: Current Utility Bill, Current Lease agreement, Public assistance/social service records, School records, Pay stub (if address is printed on stub), rent receipt (showing current address), Mortgage statement, Section 8 award letter, Homelessness determination — *Residency information form*.
- \_\_\_\_\_ You may be asked to provide Separation of Household documentation by your caseworker depending on your current living situation.

**Remember: Call or email CCS at least once every 60 days to ensure your name remains active on the Waitlist.**

For Questions or Concerns, please contact the CCS Office.

