



REQUIRED DOCUMENTS LIST

The following documents are required to apply for Child Care Subsidy assistance. All documents must be dated within 30 days of application.

1. **CDIB-CDIB** or proof of tribal membership for you and your child(ren).
2. **Birth Certificate** - for each child who will be using the Child Care Program (must list name of parent(s)) NO CRIB CARDS OR PATERNITY AFFIDAVITS, BIRTH or HOSPITAL RECORDS
3. **Client Responsibility & Agreement Form**- Sign and date, if married or living together both parents need to sign.
4. **Proof of residence**-verification that you live in the service area (example utility bill, phone bill, lease agreement). Verification must be dated within the last 30 days. If mailing address is a PO BOX then verification of mailing address and physical address must be submitted. If residing with another person a utility bill and notarized statement is needed from the person verifying you reside in their home.
5. **Employment verification**- Have supervisor/manager fill out the employment verification form with the days, total hours you work a week, and pay rate for you and your spouse. Must be dated within the last 30 days. If self-employed, must have notarized statement.
6. **Income verification:** Pay stubs or most recent 1040 tax form if self-employed. If paid weekly, last four pay stubs, if paid bi-weekly or bi-monthly last two pay stubs with you and your spouse's gross wages listed.
7. **School Schedule**-an official copy of you and your spouse's current class schedule listing the days and hours of classes. Schedule must have school letterhead or official transcript. Students with no income must submit a notarized statement of zero income.
8. **Custody**- child support documents, divorce decree, custody documents, and legal court documentation of separation (if applicable).
9. **Registered Provider information**-if selecting a relative to provide care, the relative must complete an application. The relatives CDIB (if applicable), Driver's license, Social Security Card, Residence Verification (utility bill, phone bill, lease agreement). Grandparents, Great-Grandparents, immediate aunt or uncle or adult sibling to the child over the age of 18 can be relative providers.
10. **Other-before applying, must have selected a Child Care Provider contracted with Cherokee Nation Licensing.** If selecting a Child Care Center or home they must have a one-star plus or higher rating before and application will be taken.

I am aware of the documentation need to complete my application and will furnish these by _____ or my application will be denied and I will be responsible for any day care expenses.

Child Care Client

Date

Child Care Worker

Date

** Child Care applications are taken Monday thru Thursday.

***Times are subject to change without notice.

Original: Client

Copy: Client's file & Field office

Revised 7/2/2019