

Documents needed for childcare subsidy

INCOME:

- Your last 2 consecutive pay stubs **OR**
- If you receive direct deposit: a letter from your boss, with your start date, hourly wage, how often you are paid (monthly, bimonthly, biweekly, or weekly please include amount of hours worked per week), your position & schedule. If you are paid in cash, please make sure it is stated on the letter.
- If the father lives with the mother of the child, he must provide identification or a passport and proof of income. If not the mother needs to provide child support documentation.

IDENTIFICATION:

- All your children's birth certificates (original size)
- All your children's Social Security cards, and if you have it, the parents' Social Security card(s)
- Only Valid DC issue ID's will be accepted

SCHOOL:

- If parent is in school: You need to provide a **letter with the school's letterhead**. If your home address is on the letter, you do not need to provide further proof of residency.
- Certificate of health and dental exam (with a doctor's signature or hospital/clinic stamp). If your child is more than one year old, the certificate also must include a lead test and a TB test.

RESIDENCE: THERE ARE VARIOUS OPTIONS

- Utility bill WITH YOUR NAME AND ADDRESS (ex Gas bill or Pepco bill) **OR**
- A notarized letter from your landlord that includes your home address and a list of people who live there with TWO other letters you have received in the past month **OR** house phone bill. Your cable bill can also be combined with your phone bill, but you cannot just show a cable bill **OR**
- Rent receipt with the company letterhead (documents must be dated within 30 days of application **OR**
- Proof of ACEDS (IMA) (Ex, letter received from Medicaid or food stamps)

All documents must be original.

If you have any questions, contact the Admissions Office by phone at: (202) 332-4200 or email: admissions@centronia.org