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