

## **EARLYLEARN CHILD CARE APPLICATION CHECKLIST**

### **Forms:**

- CS 925 – Application for Child Care Subsidy**
- ACD 1513 – Notice of Eligibility and Day Care Fee Agreement**
- W 25 – History Sheet**

### **Citizenship/Residency Documents:**

- Copy of US Birth Certificate** (for all children in the household under age 18)
- Copy of Alien Registration Card** (if the child was not born in the US).
- Copy of Social Security Card** (optional)
- Proof of New York City Address** (utility bill, rent receipt, etc.)

### **Income/Reason for Care Documents:**

- If employed, Pay Stubs and/or CS 1069**
- If self-employed, Current Income Tax Forms** (ex. 1040, Schedule C, Schedule SE)
- If self-employed less than 3 months, notarized accountant statement**
- If attending educational/vocational training, ACD 1082**
- If receiving SSI, Worker's Compensation, Unemployment Benefits, etc., proof of income documentation** (i.e. award letter or recent check stubs)