



New Jersey Child Care Assistance Program Application Documentation Checklist

Below is a general list of required documents for each section of the Child Care Assistance Program (CCAP) application that must be submitted for initial eligibility consideration. Additional documents may also be required based on program requirements. If you have questions, need assistance filling out the application or to request any DFD-required forms, contact your local CCR&R. Visit www.ChildCareNJ.gov/CCRR for a list by county or call 1-800-332-9227.

A. APPLICANT & CO-APPLICANT IDENTIFICATION

For **each applicant/co-applicant**, submit **one** of the documents from **Column A**. If you are unable to provide from **Column A**, you may submit **two** documents from **Column B**:

COLUMN A (PRIMARY DOCUMENTATION)

Submit one:

- Driver's license
- Government-Issued Photo ID card
- Military photo ID card
- Employer-issued photo ID card
- School photo ID card
- Passport
- Permanent Resident Card (Green Card)

OR

COLUMN B (SECONDARY DOCUMENTATION)

Submit two:

- High school diploma, GED or college diploma
- Health insurance card or prescription card
- Printed paystub
- Birth certificate (applicant/co-applicant or child's)
- Social Security card

B. ADDRESS

For **each applicant/co-applicant**, submit **one** of the following to verify residence:

- | | |
|---|--|
| <input type="checkbox"/> Current rental/lease agreement or mortgage bill | <input type="checkbox"/> Home utility bills |
| <input type="checkbox"/> Court decree <i>(if applicable)</i> | <input type="checkbox"/> Medical documentation |
| <input type="checkbox"/> School records showing residence | <input type="checkbox"/> Vehicle registration/title or NJ driver's license |
| <input type="checkbox"/> Custody agreement or other court documents for guardianship <i>(if applicable)</i> | <input type="checkbox"/> Most recent filed tax forms showing dependency
<i>(For dependents 18+, must provide filed IRS 1040 Form)</i> |

If you are experiencing homelessness as defined by any of the following situations and are unable to provide the necessary documents with your application, you may have up to six months to submit the required paperwork. Situations include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings [within the meaning of section 103(a)(2)(C)];
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii) therein.

C. HOUSEHOLD INFORMATION

To prove relationship, any of following must be submitted for **any child in need of child care services**:

- Child's birth certificate
- Court decree *(if applicable)*
- Custody agreement or other court documents for guardianship *(if applicable)*

For **each dependent residing in the home** and included in the family size, submit **one** of the following to verify family size:

- Birth certificate
- Court decree *(if applicable)*
- Custody agreement or other court documents for guardianship *(if applicable)*
- Most recent filed tax forms showing dependency *(For dependents 18+, must provide filed IRS 1040 Form)*

If the **dependent is over the age of 18**, submit **one** of the following documents to verify family size:

- Most recent filed tax forms showing dependency (copy of filed IRS 1040 form)
- Health insurance policy showing coverage for the dependent
- Records of school enrollment



New Jersey Child Care Assistance Program Application Documentation Checklist

D. INCOME

For each applicant/co-applicant, submit all that apply to verify income:

INCOME FROM EMPLOYMENT:

- Must provide one month of current pay stubs (e.g. 4 weekly, 2 biweekly, etc.); and/or
- CC-188 Verification of Employment Form (If needed to verify work hours when not reflected in the pay stubs or to verify income when the applicant/co-applicant does not receive pay stubs.)

NEW EMPLOYMENT ONLY (If paystubs are not available):

- Employer letter on company letterhead (signed/dated). Must include rate of pay, hours worked per week, employer contact information, and first date of employment; or
- CC-188 Verification of Employment Form (If approved for CCAP, applicant/co-applicant will be required to follow up with pay stubs if received.)

SELF-EMPLOYED ONLY:

- Submit current IRS tax transcript of Form 1040 along with Schedule C, "Profit or Loss from Business"

UNABLE TO WORK or INCAPACITATED:

- CC-10 Statement of Incapacity Form

OTHER INCOME OR BENEFITS TO FAMILY UNIT:

Documentation must show the rate and frequency of the income received from the sources below:

- Pension/retirement documentation
- Social Security award letter
- Unemployment/worker's compensation documentation
- Alimony/spousal support
- Veterans/military benefits
- Disability benefits
- Child support (minimum 6 months of payment/disbursement history)
- Any other income required for federal/state tax reporting purposes

(Note: If child support or alimony is not court ordered, write the amount you receive monthly in Section C of the application)

E. WORK/SCHOOL/TRAINING

For each applicant/co-applicant, submit one of the following:

- WORK:** See Section D, "Income from Employment" for acceptable documents to verify hours of work
- SCHOOL:** Course registration or transcript from the school or a CC-189 Verification of School or Training Form if a registration or transcript is not yet available
- TRAINING PROGRAM:** Program registration or transcript from the training program or a CC-189 Verification of School or Training Form if a registration or transcript is not yet available

F. CHILD(REN) INFORMATION (for child citizenship status purposes only)

For any child in need of care, submit one of the following:

- U.S. birth certificate
- Certificate of Citizenship
- U.S. passport or passport card
- Social Security card
- Permanent Resident Card (Green Card) (USCIS Form I-551)
- Refugee Travel Document (Form I-571)
- Electronic version of U.S. Customs and Border Protection Form I-94 (available on the CBP One Mobile App or <https://i94.cbp.dhs.gov/I94#home>)