# Application for Child Care Financial Assistance

	rafacioni de la Contra de la Cont			
		nding this information, tell your local o	office.	
مساعدة قم بإبلاغ المكتب الفرعي القريب منك.				
		azumijete ovu informaciju, obavijestite svoj	j lokalni ured.	
အကယ်၍ အင်္ဂလိပ်စကားသည် သင့်မိခင်ဘာသာစကား မဟုတ်ခ		മനുങ്കുസ്യാന മാട്രദേശങ്ങനു അന്ദ്രോവ്യേതാവം aide pour comprendre ces informations, di	tee le  à votre bureau local	
		nanyo y'ugusobanukirwa iy'inkenuzo, eger		
		याो थहक,जीतपास् रयप		
Haddii luuqada Ingiriisiga aysan ahayn lu		ahan tahay caawimaad ah fahanka maclu		
deegaankaaga.	ecesita avuda para comprender est.	a información, infórmelo a su oficina local.		
		u maelezo haya, waeleze ofisi yako ya mta		
		iúp để hiểu thông tin này, hãy cho văn phò		
Section One: Applicant Inf	ormation	Complete all fields. Incomp	lete applications will be returned.	
Last Name	Firet	Middle	Suffix (Ir Sr II)	
Other Names, such as Maiden Na				
Home/Physical Address (required				
Town/City				
Mailing Address (if different from				
Fown/City				
Email Address			rmont Resident:   Yes   No	
Social Security Number*				
U.S. Citizen: □Yes □No If no,				
	1			
			ISingle w/Domestic Partner □Widow	
Gender: □Female □Male Sing	gle-Parent Household: 🛛 Y	es □No Primary Language: _		
Race (check all that apply): 🗖 Ame	rican Indian/Alaskan Native 🛭	IAsian □Black/African American □I	Native Hawaiian/Pacific Islander 🗆 Wh	
Ethnicity: Hispanic Non-His  * You are not required to list your social s application processing.		Please note if you choose not to disclose your	social security number, it may delay your	
s your family homeless: 🛛 Yes 🕻	JNo			
Does the applicant have one milli	on dollars or more in assets	s? 🗆 Yes 🖵 No		
s a parent currently active duty in	n the U.S. Military, a memb	er of a National Guard Unit or a	Military Reserve Unit: 🗆 Yes 🗅 🗅	
If Yes, ☐ Active Military 〔	☐ National Guard/Military	Reserve		
All phone numbers (check your p	reference):			
□Home		Cell _		
Section Two: Need for Care		Reason services are needed. (	check all that apply)	
☐ Employment		☐ Special Health Need - Child	đ	
Self-Employment :		☐ Family Support - Requires	Additional Application	
☐ Seeking Employment	See page 7 for required		mily is experiencing in areas	
documentation.  3 Training/Education  documentation.  such as shelter, safety, emotional stability, substance about and children's behaviors)				
Special Health Need - Parent		una cimarcii 3 Deliaviois)	VERMONT	
🛘 Reach Up Case Worker:			DEPARTMENT FOR CHILDREN AND FAMILIES	

**Agency of Human Services** 

#### household. (use additional page if needed) Last Name First Name Middle Name Suffix (Jr, Sr, II) Date of Birth (mm/dd/yyyy) Social Security Number \* Primary Language Relationship to Applicant Gender: Female Male Ethnicity: Hispanic Non-Hispanic U.S. Citizen: 🗆 Yes 🔍 No If no, please indicate status: 🗅 Refugee 🔘 Immigrant 🚨 Asylee 🚨 Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) \(\sigma\) Yes \(\sigma\) No Last Name First Name Middle Name Suffix (Jr, Sr, II) Date of Birth (mm/dd/yyyy) Social Security Number \* Primary Language Relationship to Applicant Gender: Female Male Ethnicity: Hispanic ☐ Non-Hispanic U.S. Citizen: 🗆 Yes 🔍 No If no, please indicate status: 🗅 Refugee 🗅 Immigrant 🗀 Asylee 🚨 Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) Tyes No Last Name First Name Middle Name Suffix (Jr, Sr, II) Date of Birth (mm/dd/yyyy) Social Security Number \* Primary Language Relationship to Applicant Gender: Female Male Ethnicity: Hispanic Non-Hispanic U.S. Citizen: 🗆 Yes 🔍 No If no, please indicate status: 🖵 Refugee 🗘 Immigrant 🗘 Asylee 🗘 Permanent Resident Race: 🛘 American Indian or Alaskan Native 🗘 Asian 🗘 Black or African American 🗘 Native Hawaiian or Pacific Islander 🗘 White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) ☐ Yes ☐ No Last Name First Name Middle Name Suffix (Jr, Sr, II) Date of Birth (mm/dd/yyyy) Social Security Number \* Primary Language Relationship to Applicant Gender: Female Male Ethnicity: Hispanic Non-Hispanic U.S. Citizen: ☐ Yes ☐ No If no, please indicate status: ☐ Refugee ☐ Immigrant ☐ Asylee ☐ Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) Tes No \* You are not required to list your social security number on this application. Please note if you choose not to disclose your social security number, it may delay your application processing

Section Three: Other Household Members

List second parent/guardian and all children living in the

Section Four: Ap	oplicant's Nee	d for Care	Com	plete this section	n about yourself.	
☐ Employed at		Fl	exible schedule? 🔲	Yes 🗖 No Schedu	aled work hours pe	r week
Employer's Address			Telephone N	lumber		
City			State		Zip Code	
Do you have a Bachelo	r's Degree? 🗖 Yes	□No Does yo	our employer contrib	ute money towards	s child care? 🛚 Yes	□No
Indicate your work ho	urs, circle AM or PM	<b>1</b> :				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Startam/pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
Endam/pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
☐ In school or training	; at	Fle	exible schedule? 🗖 Y	es 🗆 No — Schedu	led hours per week	
Indicate your school/tr	aining hours, circle	AM or PM:				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Startam/pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
Endam/pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
☐ Employed at Employer's Address _				Telephone N	Tumber	-
City			State		Zip Code	
Do you have a Bachelo	r's Degree? 🗖 Yes	□No Does yo	ur employer contrib	ute money towards	s child care?	□No
Indicate your work ho	urs, circle AM or PM	<b>I</b> :				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Startam/pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
Endam/pm	-			_	_	_
☐ In school or training			exible schedule? 🗖 Ye	es 🗆 No — Schedul	led hours per week	i i
Indicate your school/tr				MCMM 25** 122		
Sunday	Monday	3	Wednesday		Friday	,
Startam/pm	*	*	*	am / pm		
Endam/pm	am / pm	am / pm				
Section Six: Req	uested Child (	Care Provider		rider must be regi Development Div		
Child's Name						
Child Care Provider	's Name			Indicate hours r	needed, circle AM	I or PM:
Child Care Provider				,	am/pm to _	_
City					am/pm to _	
Telephone Number				-	am/pm to _	
Child Care Provider					am/pm to _ am/pm to _	
to Child	*				am/pm to _	
Child Care Start Dat	e			-	am/pm to _	_

Section Six: Re	quested Child Care Pro	ovider Continued	
Child's Name			
	r's Name	Ind	licate hours needed, circle AM or PM:
	r's Location		Sundayam/pm toam/pm
			Mondayam/pm toam/pm
City			Tuesdayam/pm toam/pm
*	.D.L.C. L.	Wed	dnesday am/pm to am/pm
Child Care Provide	r Kelationship	T	hursdayam/pm toam/pm
			Friday am/pm to am/pm
Cliffd Care Start Da	te	S	Saturdayam/pm toam/pm
Child's Name			
Child Care Provide	c's Name	Indi	icate hours needed, circle AM or PM:
	s's Location		Sundayam/pm toam/pm
City			Monday am/pm to am/pm
•			Tuesdayam/pm toam/pm
1	D.L.C. L.	Wed	dnesdayam/pm toam/pm
Child Care Provide:	Relationship	Th	hursdayam/pm toam/pm
			Friday am/pm to am/pm
Ciliu Care Start Da	e	S	aturday am/pm to am/pm
	Were you or are yo still legally marrie to the person payir	ou ed ng Names of children for w	
Amount receive	- dans dappoint	support is received	paying child support
\$ per \$	Yes No		
\$ per \$	Yes No		
name, physical addre ne/she contributes m	ss and indicate whether you	n were or still are married to the sin the form of goods (diapers, v	ion why below. Include the absent parent's absent parent. Please indicate how much wipes, clothing), mortgage payments, rent
Does anyone in your Jame of Person Payir	household pay regular cour	t ordered child support? □ Yes	☐No If yes, please provide verification.

### Section Eight: Household Income

Indicate household income by recipient and type of income.

For each type of income you claim you must supply written evidence. Examples of documentation include two current consecutive pay stubs, a copy of last year's income tax return for self-employment, a statement from your employer confirming wages for new employment, or a copy of your court order for child support.

Family Member			Fa	amily Member		
Type of Income (select all that apply	DOMESTIC AND DESCRIPTION OF THE PERSON NAMED IN		T	ype of Income (select all that apply)	-	
	Amount	Frequency			Amount	Frequency
☐ AmeriCorps Stipend				☐ AmeriCorps Stipend		
☐ Child Support Received				☐ Child Support Received		
☐ Dividend Income				☐ Dividend Income		
☐ 3SquaresVT (formerly food stamps)				☐ 3SquaresVT (formerly food stamps)		
☐ Housing Assistance				☐ Housing Assistance		
☐ Interest Income				☐ Interest Income		
☐ Medicaid				☐ Medicaid		
☐ Military Pay-Active Duty				☐ Military Pay-Active Duty		
☐ Military Pay-Reserve				☐ Military Pay-Reserve		
☐ Other				☐ Other		
☐ PSE Stipend				☐ PSE Stipend		
☐ Reach Up			5	☐ Reach Up		
☐ Reach Up Child Only				☐ Reach Up Child Only		
☐ Rental Income				☐ Rental Income		
☐ Self-employment Income		-		☐ Self-employment Income		
☐ Social Security Benefit				☐ Social Security Benefit		
☐ Spousal Maintenance Received				☐ Spousal Maintenance Received		
☐ Supplemental Security Income		-		☐ Supplemental Security Income		
☐ Tips, etc.				☐ Tips, etc.		
☐ Trust Fund				☐ Trust Fund		
☐ Unemployment Compensation	-			☐ Unemployment Compensation		
☐ Veterans Benefits				☐ Veterans Benefits		
☐ Vista Stipend				☐ Vista Stipend		
☐ Wages				□ Wages		
☐ Worker's Compensation				☐ Worker's Compensation		

Section Nine: Consent to Exc	change Information	Complete this sec	tion about yourself.
Last Name	First	Middle	Suffix (Jr, Sr, II)
I give my permission for the eligibili Care Financial Assistance with, pleas (For any boxes not checked I underst provide documentation may delay n	se check the boxes below tha tand I am responsible for do	at apply:	
Department for Children	and Families, Office of Chil	d Support	
☐ Department for Children	and Families, Economic Ser	rvices Division	
☐ Department of Labor, for	merly the Department of Er	nployment & Training	
☐ Department for Children	and Families, Family Service	ces Division	
Vocational Rehabilitation	ı		
☐ Child Care Provider			(provider's name)
☐ Employer		(employ	yer's name)
☐ Family Support Team			
<ul><li>Essential Early Education</li></ul>	n (EEE)		
Visiting Nurses Associati	ion (VNA)		
☐ Children's Integrated Ser			
☐ Other			
Relationship to child(ren) covered by			
•			o not give consent to share my nation with the agencies listed above
Section Ten: Verification and	i Signature	You must sign and da	ate your application in ink.
• I understand that the Child Devel	opment Division will notify	me in writing about its deci	sion on my application.
• I certify that the information gives			
<ul> <li>I understand that I must report are household size; marital status; un</li> </ul>	ny changes that may affect m nemployment, employment,	ny eligibility within 10 busin or training status; address, a	ess days (e.g., changes in my and income).
• I understand that I could be subje the change, or provide incorrect of	cted to prosecution for fraudr r misleading information.	d if I do not report changes v	within 10 business days of
<ul> <li>If I am eligible, I understand that what my provider charges.</li> </ul>	I must pay the difference be	tween the child care financia	al assistance I receive and
• I understand that I must pay for a	ny child care costs I incur w	hile I am not eligible for chi	ld care financial assistance.
• I understand failure to provide re	quired documentation may	result in denial of this appli	cation.
Signature of Applica	ant	-	Date

## **Instructions and Required Documentation**

If your application is not completely filled out, it will be returned. Required forms may be obtained either by contacting your eligibility specialist or by downloading them from <a href="http://dcf.vermont.gov/cdd">http://dcf.vermont.gov/cdd</a>
If you are found eligible, your child care financial assistance will begin on the date your completed application is received.

Eligibility is determined based on your family's need for child care, total gross household income, and family size. Each parent/legal guardian must have one of the following service needs (reason for child care):

- Employment: Please submit two consecutive pay stubs from the last 30 days for each job you have. If you have a new job and have not yet received paystubs, please request an employment verification form. If your employer does not withhold taxes for you and you will pay those taxes yourself at the end of the year, follow the instructions for self employment.
- •Self-Employment: Complete a Self-Employment Business Plan form. If you have been self-employed for more than one year, enclose a complete copy of your most recent tax return. If you have been self-employed for less than one year, a profit and loss form will be required.
- In School or Training: Complete a Training Plan Form, along with your course schedule including days and hours attending. If study time is needed, it may be granted at the rate of one hour per hour of class time. Upon completion of your classes, you will need to provide documentation of successfully completed coursework.

  If you have a Bachelor's Degree, you are ineligible for financial assistance under this service need.
- Reach Up: If you are eligible for Reach Up, ask your Reach Up case manager to submit an authorization for child care to your child care eligibility specialist.
- Seeking Employment: If you are looking for work and receiving TANF, contact your Reach Up case manager. If you are looking for employment and NOT on TANF, submit a Work Search Plan Form.
- Special Health Need (Adult): If you are medically incapacitated complete this application and submit a Special Health Need Adult form signed by an physician (MD), Nurse Practitioner (NP), Physician Assistant (PA) or state Licensed Psychologist.

#### Children's Integrated Services (CIS) Service Needs:

Protective Services: Please discuss your need for child care with your Family Services social worker. Your social worker will let you know what information is required.
 Family Support: If your family is experiencing extreme short term stress in areas such as shelter, safety, emotional stability, substance abuse, and children's behaviors. Please contact the CIS Child Care Coordinator at your local agency.
 Special Health Need (Child): Request from the CIS Child Care Coordinator a Special Health Need Supplemental

### **Additional Required Documentation:**

Documentation form.

- Adoption: If you are a parent with an adoption assistance agreement through the State of Vermont, you must enclose a copy of your adoption subsidy agreement with your application. You will need to verify your service need for child care, but your income may be waived if you have an adoption agreement with the State of Vermont.
- ☐ Household Income: Include verification of all other household income such as SSI, Social Security, Veteran's Benefits, unemployment benefits, Worker's Compensation, interest income, stocks and bonds, and rental income. Include a copy of your check or a letter from the agency from which you receive compensation.
- □ **Child Support Verification:** For each child, include a court order, or a 6-12 month payment history from the Office of Child Support.

# **Community Child Care Support Agencies**

If you have any questions regarding what information to send with this application or need help completing this application, please call your local community agency listed below.

Return your completed application along with all required supporting documentation to your local community agency.

The Family Center Of NW VT	Child Care Resource		
60 Lake Street, Suite 100	181 Commerce Street		
St. Albans, VT 05478	Williston, VT 05495		
(802) 524-6554	(802) 863-3367		
Kingdom Child Care Connection	Windham Child Care Association		
1222 Main Street Suite 301	130 Birge Street		
St. Johnsbury, VT 05819	Brattleboro, VT 05301		
(802) 748-1992	(802) 254-5332		
NEKCA Parent Child Center 70 Main Street PO Box 346 Newport, VT 05855 (802) 334-7316	Child Care Support Services VT Achievement Center 88 Park Street Rutland, VT 05701 (802) 773-4365		
Bennington Child Care 238 Union Street PO Box 929 Bennington, VT 05201 (802) 447-6936	Lamoille Family Center 480 Cadys Fall Road Morrisville, VT 05661 (802) 888-5229		
The Family Place	Springfield Area Parent Child Center		
319 Us Route 5 South	6 Main Street		
Norwich, VT 05055	North Springfield, VT 05150		
(800) 639-0039	(802) 886-5242		
Mary Johnson Child Care Services	Family Center Of Washington County		
81 Water Street	383 Sherwood Drive		
Middlebury, VT 05753-0591	Montpelier, VT 05602		
(802) 388-4304	(802) 262-3292		

Child Care Resource 181 Commerce St. Williston, VT 05495 Phone: (802)863-3367 Fax: (802)863-4202