

Requirements for CCDF Clients

Fill out Application and Responsibility Agreement

Bring in copies of the following:

- + Copy of CDIB/Enrollment cards for child and/or parent
- + Copy of social security cards for the entire family
- + Copy of birth certificates for the children
- + Copy of children's immunizations
- + Letter from employer stating the days and hours you work for each wage earner in the household
- + 3 check stubs for each wage earner in the household
- + School schedule for all adults that are attending school
- + If wage earner is self-employed we need a copy of the income taxes and will be required to fill out a Job Site Log each month that must be submitted with your child care claim forms.
- + Copy of a utility bill with name and address (If you do not have a utility bill in your name you will need to fill out the Notarized Statement of Residence form.)