



# HOW TO COMPLETE THE MONROE COUNTY APPLICATION FOR CHILDCARE



*This application can only be used to apply for a childcare subsidy. If you want to apply for other benefits such as Temporary Assistance, Food Stamps, Home Energy Assistance, Medicaid or other services, please ask the Department of Human Services for a different application.*

## When you are applying for a ChildCare Subsidy

- You can file an application the same day you receive it. If you are eligible, benefits will be provided back to the date the Department of Human Services receives your application.
- You can file your application in person, by mail, or by fax.
- We will accept your application if, at a minimum, it contains your name, address and a signature. Once DHS receives your application, DHS will register and review it and request in writing any additional information needed to make a determination of eligibility i.e., wage verification, work hours/shift, child support verification etc.
- If you have not chosen a provider at time of application or completed the child care statement showing you have already chosen a provider, DHS will include with our request for verification a childcare certificate to help facilitate the process of selecting a child care provider.

## How to Complete the ChildCare Subsidy Application

- Please PRINT clearly in blue or black ink
- Do NOT print in the shaded areas
- Be sure to complete each section.
- If you are applying as someone's representative, please print that person's information, not yours.

## Section 1: Applicant Information

- Please **PRINT** your legal name including your first name, middle initial and last name and home telephone number. Next list the full address of where you live.
- Mailing Address: **PRINT** your mailing address if it is different from your residence.
- Former Address: If you have moved in the last year, enter your previous address.
- Other Phone Numbers: enter other phone numbers where you can be reached.
- Marital Status: Please identify your marital status (single, married, divorced, widow/er)

## Section 2: Household Members Information

- **LIST THE NAMES OF EVERYONE WHO LIVES WITH YOU, EVEN IF THE ARE NOT APPLYING WITH YOU.** The line number is the same per person in each table.
- **PRINT** your full name first. Then **PRINT** the names of the other people who live with you.
- **PRINT** the date of birth and sex for each person applying. Those considered applying are the child (or children) in need of care, their parents (including stepparent) and siblings under 18 who are in the household. You may not have to list Social Security Numbers. Social Security Numbers may be used by Federal, State and local agencies to prevent duplication of services and fraud and for Federal reporting.
- For each person in the household, **PRINT** how they are related to you (e.g. wife, son, friend, etc).
- Check (✓) Yes or No to tell us which child is in need of childcare subsidy.
- Check (✓) Yes or No to indicate if each person applying is Hispanic or Latino OR not.
- Enter Y (Yes) or N (No) for each of the race/ethnicity codes: Race/ethnicity codes: **I** - Native American or Alaskan Native, **A** - Asian, **B** - Black or African American, **P** - Native Hawaiian or Pacific Islander, **W** - White. NOTE: This information is required by the Federal government, but is used for statistical purposes only. If you do not fill out this section, an interviewer at DHS may fill it out based on observation.



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## Section 3: Other Programs

- List any aliases or maiden names of you or anyone in your household.
- Check (✓) Yes or No if you are applying for or are already receiving temporary assistance.
- Check (✓) Yes or No if you are applying for or are already receiving childcare funding from another source. Please identify the agency you are receiving funds from.

## Section 4: Absent Parent Information

- For anyone in the household under the age of 21 who has a parent not living in the home, you must list the individual's name and the absent parent's name and address.
- If you have the absent parent's date of birth and/or social security number you can provide that as well (optional).

## Section 5: Employment Information

- Check (✓) Yes or No if you are applying for childcare so you can work. If you are not applying for childcare subsidy to allow you to work, please explain why you are applying for childcare subsidy.
- List the name, address and phone number for your current place of employment
- List the date that you started the job, the rate per hour you are paid and the number of hours per week that you are currently working.
- Check (✓) Yes or No if this job has rotating shifts.
- Check (✓) Yes or No if you are required to work overtime.
- List the days and hours per week that you work.

## Section 6: Income

- In this section, indicate if anyone applying is receiving income by checking (✓) Yes or No. For any **Yes** answers, please list the gross annual amount of income for the period it is received (e.g. week, bi-weekly, semi-monthly, monthly) and who receives it.

## Section 7: Legal Statements

- **Read this section carefully** or have someone read it to you. You **MUST COMPLETE** this written certification of citizenship for the children in need of Childcare Assistance by **writing their complete names on the blank line**.

## Section 8: Signature

- Sign your name. If you filled out the application for someone else, sign your name. Date the application.
- If your spouse lives with you, **you both must sign the application**.

## Section 9: Additional Information

- Use this section to let us know any additional information that you think we might need to know.

## Section 10: Consent to Withdraw

- If you decide you no longer wish to apply for ChildCare Assistance, sign your name and enter the date. You may reapply at any time.

**In addition to the *Child Care Services Application*, make sure you have been given copies of:**

- **LDSS-4148A:** "What You Should Know About Your Rights and Responsibilities"
- **LDSS-4148B:** "What You Should Know About Social Services Programs"
- **LDSS-4148C:** "What You Should Know If You Have An Emergency"

**These booklets contain important information about your rights and responsibilities.**