



STATE OF ILLINOIS
DEPARTMENT OF HUMAN SERVICES

**CHILD CARE APPLICATION
INSTRUCTIONS**

KEEP FOR YOUR RECORDS

The State of Illinois helps low-income families pay for the child care services needed to work or go to school, training and other work-related activities. Please read the following pages carefully. If you think you may qualify, please submit an application to your Child Care Resource and Referral (CCR&R) agency or child care center/home who is contracted with DHS to provide child care subsidies. Call the CCR&R or contract center/home if you have any questions about whether you are eligible or if you have any questions about how to fill out this application. If you don't know the phone number for your CCR&R, please call 1-877-202-4453 (toll-free).

1. You must answer **ALL** questions on the application unless the instructions tell you to leave a question blank. If you think a question does not apply to you, you should write “**N/A**”. **If you do not answer all questions or provide needed documents, your application may be returned and payments to your child care provider may be delayed. The information provided will be checked using State databases, and if inconsistencies are discovered, the processing of your application may be delayed or denied.**
2. Social Security Numbers and Alien Registration Numbers are not required at this time to determine child care eligibility and eligibility will not be denied due to your failure to provide this information. Social Security Numbers are used to assemble research data sets that do not identify individuals and to verify income. Social Security Numbers will be disclosed for administrative purposes only and are confidential.
3. Type your answers or fill them in with blue or black ink. All signatures must be in blue or black ink. Mail the application or take it in to your CCR&R or contract center/home.
4. **Be sure to keep a photocopy of your completed application. Send us photocopies (not originals) of other documents you submit, such as pay stubs or school schedules, as they will not be returned. However, the CCR&R may request an original document if needed.**
5. Each of your child care providers **MUST**:
 - complete pages 5 and 6 of the application with you AND
 - if a W-9 tax form or CANTS form has not previously been completed,
 - submit a W-9 tax form AND
 - submit an authorization for a CANTS background check if the provider is not licensed.

If you need child care because you are WORKING outside the home

You must submit **PHOTOCOPIES** of your 2 most recent pay stubs.

If you do not have copies of 2 current pay stubs, we will accept other documentation for the following reasons:

- You are paid in cash or personal check.
- You are a new employee.

Other documentation that verifies employment if you are paid in cash/personal check or a new employee having not yet received 2 pay stubs includes:

- Letter from your employer. This letter must be on company letterhead and include the information listed below.
 - employment start date
 - hourly wage
 - how many hours you work per week & number of days worked per week
 - your gross wages before deductions
 - employer's FEIN or SSN (optional)
 - employer's address and phone number
 - be signed and dated by your employer
- Income Verification form
 - You can obtain this form by calling the CCR&R. Your employer must complete this form.

You must submit your first 2 pay stubs after you receive them.

If you are SELF-EMPLOYED

Your income must be verified by submitting your most recent Federal income tax return(IRS 1040) and all applicable schedules and attachments or quarterly estimated tax filing. If you do not have these yet, you can verify your income by attaching business records, receipts, ledgers, and/or letters from your clients/customers from the last 30 days. You may request a self-employment form from your CCR&R. IDHS will only approve child care if the parent works outside the home.

**YOU MUST NOTIFY THE CCR&R OR CONTRACT CENTER/HOME WITHIN 5 DAYS
WHEN YOUR INCOME CHANGES SINCE YOUR CO-PAYMENT
AND CHILD CARE SUBSIDY ARE BASED ON YOUR CURRENT INCOME.**

If you need child care because you are a TEEN PARENT (under age 20) AND ATTEND HIGH SCHOOL OR GED PROGRAM

You must submit proof that you are in school, such as your current official school schedule with your name on it or a signed letter from the school with your name on it.

If you need child care to ATTEND SCHOOL, TRAINING OR ANOTHER WORK-RELATED ACTIVITY (such as Work First) outside the home, and you are not a teen parent in high school or a GED program

Special Requirement for TANF Clients:

You must show that your caseworker has approved your activity by submitting an Official Class Schedule (if you are in school) and any one of the following documents:

- a copy of your Responsibility and Services Plan (RSP) (Form 4003);
- a copy of an IDHS Referral Form (Form 2151);
- a copy of a contracted provider's referral (Form 2151A); or
- a copy of an IDHS Contract Report-Notification of Employment (Form 3085).

Special Requirement for Clients Not Receiving TANF Cash Assistance:

You must submit proof by providing an Official Class Schedule and a copy of:

- Confirmation letter from training program
- Grade Report Form
- Registration/Class information about internship, student teaching, practicum

You must maintain a 2.0 grade point average on a 4.0 scale at all times.

If you are in a college degree program, you must submit proof that you are:

- working at least 10 hours per week in a paying job, or
- participating in at least 20 hours per week in a combination of a paying job and unpaid educationally-required work activity such as student teaching or an internship.

Occupational and vocational training programs do not have a work requirement for the first 2 years.