

**Document Checklist for Child Care Eligibility**  
**Effective October 1, 2021 through September 30, 2022**

Maximum Gross Income Eligibility for Child Care Services – Effective October 1, 2021				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$950	\$1,900	\$2,057	\$ 4,113
3	\$1,173	\$2,347	\$2,541	\$ 5,081
4	\$1,397	\$2,794	\$3,025	\$ 6,049
5	\$1,620	\$3,241	\$3,508	\$ 7,016
6	\$1,844	\$3,688	\$3,992	\$ 7,984

**SINGLE-PARENT FAMILIES MUST BE WORKING/TRAINING AT LEAST 25 HOURS PER WEEK AND TWO-PARENT FAMILIES AT LEAST 50 HOURS/WEEK**

**Employment:** (For all persons in the household between the ages of 14 and 19, unless they are in school)

- Last 3 months of paychecks showing gross income and hours worked **OR**
- Employment offer letter on company letterhead, dated and signed by Owner, Manager or Supervisor stating: date of hire/employment start date, days working, hours working, pay rate, and pay frequency (**for new employment only**) **OR**
- Employment Verification Form (accepted for new employment only)

**Self-Employment:**

- Prior year tax returns
- Client calendar (with hours worked)
- EIN number statement
- Last 3 months of business ledger
- Last 3 months of business bank account statements
- Quarterly estimated tax for self-employed persons (Schedule C)

**Verification of Income from ALL other sources:**

- SSDI, Loan lottery winnings, IRS form 1099-DIV, -INT for dividends or interest, and any other sources

**Social Security Cards:**

- **Social Security card of customer applying for child care assistance**  
*Not Required. SSN's are used solely for purposes of accurate identification. Assistance will not be denied if cards are not provided.*

**Photo ID:**

- Current Photo ID of customer applying for Child Care Services (both parents, if two parent household)

**Homelessness Status:**

- Homelessness determination – *Residency Information form*

**Education:**

- **Official** transcript in **sealed envelope** from college/university. New students (freshman) need copy of acceptance letter **AND**
- Current class schedule,
- Financial aid documentation **OR**
- If enrolled in GED, Vocational or business/ trade school – letter from school or GED school advisor documenting days **and** hours attending, coursework **and** expected date of completion

**Documentation for Age and Citizenship – needed for all children in household:**

- Birth Certificate (U.S. or its possessions),
- U.S. Passport (must be current),
- Hospital, public health record or church/Baptismal record (U.S. or its possessions) **OR**
- Temporary Assistance for Needy Families (TANF), SNAP E&T, Medicaid or other public assistance records

**NOTE: All eligibility documents must be submitted before your application can be processed.**

**Contact Information**

Staples Career Center – 520 N. Staples, Corpus Christi, TX 78401 **Tel: (361) 882-7491 Fax: (888) 975-8024, [childcare@workforcesolutionscb.org](mailto:childcare@workforcesolutionscb.org)**

**Equal Opportunity Employer/Program**

*Auxiliary aids and services are available upon request to individuals with disabilities.*

**Relay Texas:** 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice)