WORKFORCE SOLUTIONS
of the Coastal Bend

Document Checklist for Child Care Eligibility

Effective October 1, 2022 through September 30, 2023

Maximum Gross Income Eligibility for Child Care Services – Effective October 1, 2022				
Family Size	**Weekly**	**Bi-Weekly**	**Bi-Monthly**	**Monthly**
2	$988	$1,975	$2,138	$ 4,276
3	$1,220	$2,440	$2,642	$ 5,283
4	$1,452	$2,905	$3,145	$ 6,289
5	$1,685	$3,370	$3,648	$ 7,295
6	$1,917	$3,834	$4,151	$ 8,301

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) 902-8700** **Fax: (888) 975-8024, 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)

A proud partner of the AmericanJobCenter network