



Department of Human Services • Division of Family Development
New Jersey Child Care Assistance Program
Documentation Checklist

Below is a general list of required documents that must be submitted for initial eligibility consideration for the Child Care Assistance Program (CCAP). Additional documents may also be required based on program requirements. If you have questions or to request any DFD-required forms, contact your local Child Care Resource and Referral Agency (CCR&R). Visit www.ChildCareNJ.gov/CCRR for a list by county.

A. APPLICANT & CO-APPLICANT IDENTIFICATION

For **each applicant/co-applicant**, submit **one** of the documents from **Column A**. If you are unable to provide from **Column A**, you may **submit two** documents from **Column B**:

COLUMN A (PRIMARY DOCUMENTATION)

Submit one:

- ☐ Driver's license
- ☐ Government-Issued Photo ID card
- ☐ Military photo ID card
- ☐ Employer-issued photo ID card
- ☐ School photo ID card
- ☐ Passport
- ☐ Permanent Resident Card (Green Card)

OR

COLUMN B (SECONDARY DOCUMENTATION)

Submit two:

- ☐ High school diploma, GED or college diploma
- ☐ Health insurance card or prescription card
- ☐ Printed paystub
- ☐ Birth certificate (applicant/co-applicant or child's)
- ☐ Social Security card

B. ADDRESS

For **each applicant/co-applicant**, submit **one** of the following to verify residence:

- | | |
|---|--|
| ☐ Current rental/lease agreement or mortgage bill | ☐ Home utility bills |
| ☐ Court decree (<i>if applicable</i>) | ☐ Medical documentation |
| ☐ School records showing residence | ☐ Vehicle registration/title or NJ driver's license |
| ☐ Custody agreement or other court documents for guardianship (<i>if applicable</i>) | ☐ Most recent filed tax forms showing dependency |
- (For dependents 18+, must provide filed IRS 1040 Form)*

If you are experiencing homelessness as defined by any of the following situations and are unable to provide the necessary documents with your application, you may have up to three months to submit the required paperwork. Situations include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in one of the above clauses.

C. HOUSEHOLD INFORMATION

To prove relationship, any of following must be submitted for **any child in need of child care** services:

- ☐ Birth certificate
- ☐ Court decree (*if applicable*)
- ☐ Custody agreement or other court documents for guardianship (*if applicable*)

For **each dependent residing in the home who is 18 years of age or younger** and included in the family size but **not in need of child care** services, **submit one** of the following to verify family size:

- ☐ Birth certificate
- ☐ Court decree (*if applicable*)
- ☐ Custody agreement or other court documents for guardianship (*if applicable*)
- ☐ Most recent filed tax forms showing dependency



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C. HOUSEHOLD INFORMATION (continued)

If the **dependent is over the age of 18**, submit **one** of the following documents to verify family size:

- ☐ Most recent filed tax forms showing dependency (*must provide copy of filed IRS 1040 form for dependents 18+*)
- ☐ Health insurance policy showing coverage for the dependent
- ☐ Records of school enrollment

D. INCOME

For **each applicant/co-applicant**, submit **all** that apply to verify income (If you have additional questions, please contact your CCR&R):

INCOME FROM EMPLOYMENT:

- ☐ Must provide 4 weeks of current pay stubs or business checks, e.g. 4 weekly, 2 biweekly, etc. (*other documents may be required to verify eligibility*); or
- ☐ CC-188 Verification of Employment Form (*Applicant/co-applicant may be able to provide this form in lieu of paystubs or business checks in limited circumstances only*)

NEW EMPLOYMENT ONLY (*If paystubs are not available*):

- ☐ CC-188 Verification of Employment Form (*Applicant/co-applicant will be required to follow up with pay stubs or business checks within 3 months*)

SELF-EMPLOYED ONLY:

- ☐ Submit current IRS tax transcript of Form 1040 along with Schedule C, "Profit or Loss from Business"

UNABLE TO WORK or INCAPACITATED:

- ☐ CC-10 Statement of Incapacity Form

OTHER INCOME OR BENEFITS TO FAMILY UNIT:

Documentation must show the rate and frequency of the income received from the sources below:

- ☐ Pension/retirement documentation
- ☐ Social Security award letter
- ☐ Unemployment/worker's compensation documentation
- ☐ Alimony/spousal support
- ☐ Veterans/military benefits
- ☐ Disability benefits
- ☐ Child support (minimum 6 months of payment/disbursement history)
- ☐ Any other income required for federal/state tax reporting purposes

E. WORK/SCHOOL/TRAINING

For **each applicant/co-applicant**, submit the following:

- ☐ **WORK:** See Section D, "Income from Employment" for acceptable documents to verify hours of work
- ☐ **SCHOOL:** Course registration or transcript from the school (*Other documents may be required to verify eligibility*)
- ☐ **TRAINING PROGRAM:** Program registration or transcript from the training program (*Other documents may be required to verify eligibility*)

F. CHILD(REN) INFORMATION (*for child citizenship status purposes only*)

For **any child in need of care**, submit **one** of the following:

- ☐ U.S. birth certificate
- ☐ Certificate of Citizenship
- ☐ U.S. passport or passport card
- ☐ Social Security card
- ☐ Permanent Resident Card (Green Card) (USCIS Form I-551)
- ☐ Refugee Travel Document (Form I-571)
- ☐ Electronic version of U.S. Customs and Border Protection Form I-94 (available on the CBP One Mobile App or <https://i94.cbp.dhs.gov/i94#home>)