



Child Care Services Eligibility Document Checklist

Initial Enrollment

Family Size	Maximum Monthly Gross Income
2	\$3,031
3	\$3,744
4	\$4,457
5	\$5,170
6	\$5,883

First Time Only Must Submit:

- Birth Certificates for all children in the household
- Social Security cards for everyone in the household *
- Driver's License or Picture ID for all adults
- All males must be registered with the Selective Services (register at local post office) www.sss.gov

At Every Certification/Recertification-Everyone Must Submit:

- Complete CCS application
- Verification of any other household income

At Every Visit-If you are working you must submit:

- Work Schedule (Last 2 weeks + upcoming week) indicating days and times worked

AND one of the following:

- Copies of your last ***3 months*** of paycheck stubs, **OR**
- Computer printout from your employer with current income and ***3 month*** history **OR**
- Child Care Services Employment Verification Form (New employment only)

If Self-Employed see back for more details

At Every Visit-If you are attending school or training you must submit:

- Print out of your current enrollment for Training Schools showing start and expected end date
- Copies of unofficial transcripts from each place you have attended since you graduated from high school or completion of GED
- Class Schedule
- Degree Plan

Further information and CCS Forms are available on our website www.spcaa.org or www.spworkforce.org

You must have all listed items, for your household, in hand when meeting with your CCS caseworker. No additional time will be given to obtain your missing information. If you fail to provide all needed information, you will have to reschedule your CCS visit. Missing information will delay your child care eligibility.

**Call Child Care Services at 806-744-3572/1-800-658-6284 to schedule an appointment
If preferred you may submit all required documents to:
Child Care Services, 1213 13th St. Lubbock, Texas 79401
or fax all required documents to 806-744-3576**

FREQUENTLY ASKED QUESTIONS:

1. What if my spouse is incarcerated but will return to the household upon release?

Verification of incarceration will need to be submitted from the incarceration unit stating booking date and projected release date. <http://www.tdcj.state.tx.us/>

2. What if I have guardianship of children that are not my own?

You will be required to provide legal documentation verifying your guardianship of the child/ren. Due to the varying circumstances of each case, a caseworker will need to advise you of the required documentation.

3. What if I share joint custody?

You will need to provide court orders showing the schedule of possession of the child for each parent.

4. What if I do not receive check stubs?

You may use an employment verification form completed by your supervisor/manager upon initial enrollment. All further re-certifications will require a payroll history of the prior 3 months completed by your employer, stating hours worked and gross wages paid. Yearly submission of income tax forms will be required.

5. What if I'm self-employed? How do I verify income? Provide work schedule?

CCS requires proof of legal self-employment via DBA (Doing Business As) or other legal documentation. CCS provides monthly income verification forms available on our website @ spworkforce.org to document income. You will need to complete the form monthly and submit income receipts as well as expense receipts with each form. Self-employment schedules must be in writing and signed.

Frequently used websites

Texas Tech University:
www.ttu.edu/

South Plains College:
www.southplainscollege.edu/

Lubbock Christian University:
www.lcu.edu/

SPCAA / Child Care Services
www.spcaa.org

South Plains Workforce
www.spworkforce.org

Texas Department of Criminal Justice
<http://www.tdcj.state.tx.us/>

Selective Services
www.sss.gov

211 Texas:
www.211texas.org

Texas Department of Child Care Licensing- (806)698-5510
www.txchildcaresearch.org

Early Childhood Interventions Services
www.dars.state.tx.us/ecis

Texas Rising Star Program
www.texasrisingstar.org

Texas School Ready Program
www.tea.state.tx.us

National Association for the Education of Young Children
www.naeyc.org

To report suspected abuse or neglect
[1-800-252-5400](tel:1-800-252-5400)

Please Remember: You must have all listed items on the other side of this form in hand when meeting with your CCS caseworker. No additional time will be given to obtain your missing information. If you fail to provide all needed information, you will have to reschedule your CCS visit. Missing information will delay your child care eligibility.

