



CHILD CARE ASSISTANCE PROGRAM VERIFICATION CHECKLIST

The following list includes documents that you may need for benefit approval. The Department of Human Services may ask for additional documents if needed. The same document may be used to verify more than one category.

<p>Parent/Guardian Identity</p> <p>*If applicable, cooperation with the Office of Child Support Services is required</p>	<ul style="list-style-type: none"> ⇒ Driver's license or state issued identity card ⇒ Birth certificate ⇒ Hospital birth record ⇒ U.S. passport ⇒ Military service ID ⇒ Any documentation requested for citizenship, immigration status, or age may be used for verification of identity
<p>Rhode Island Residency</p>	<ul style="list-style-type: none"> ⇒ Rent/mortgage receipts showing the address ⇒ Voter registration card ⇒ Mail received with home address (e.g., utility bills, bank statements) ⇒ Lease agreement or a letter from landlord/cohabitor ⇒ RI driver's license or any other ID that shows address
<p>Child's Citizenship/ Qualified Immigration Status</p> <p>*Not required for parent</p>	<ul style="list-style-type: none"> ⇒ Birth certificate ⇒ Hospital birth record ⇒ U.S. passport ⇒ Immigration and naturalization documents (e.g., green card) ⇒ Form I-94, I-151, I-551, or other valid US Citizenship and Immigration Service (USCIS) records
<p>Child's Age</p>	<ul style="list-style-type: none"> ⇒ Birth certificate ⇒ Hospital birth record ⇒ U.S. passport ⇒ State issued identity card ⇒ Immigration and naturalization documents (e.g., green card) ⇒ Form I-94, I-151, I-551, or other valid US Citizenship and Immigration Service (USCIS) records
<p>Relationship between Parent/Guardian and Applicant Child(ren)</p>	<ul style="list-style-type: none"> ⇒ Birth certificate ⇒ Hospital or public health records of birth and parentage ⇒ Baptismal certificate ⇒ Adoption papers or records ⇒ Bureau of Vital Statistics document ⇒ Child support paternity records or Tribal records ⇒ Marriage license/tribal marriage certificates ⇒ Pediatrician, pastor, other reliable sources for kinship cases ⇒ Divorce/custody papers ⇒ Court records of parentage/guardianship records ⇒ School records



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<p>Income: Earned</p>	<ul style="list-style-type: none"> ⇒ Employer letter ⇒ Earning statements or the last 30 days of income (preferably the last 4 check stubs) ⇒ Self-employment: IRS tax returns, business records, or ledger
<p>Income: Unearned</p>	<ul style="list-style-type: none"> ⇒ Child support: <ul style="list-style-type: none"> ○ Support agreement ○ Statement from parent providing support ○ Current court records ○ Divorce or separation decree ○ Out-of-state verification ⇒ Social Security, Supplemental Security Income, or Veteran's Benefits award letter by information obtained from ⇒ Cash contributions: statement from the person or agency providing the money or making the payment for you ⇒ Proof of any other unearned income
<p>Need Reason</p>	<p>Employment:</p> <ul style="list-style-type: none"> ⇒ See Income: Earned <p>College:</p> <ul style="list-style-type: none"> ⇒ Confirmation showing courses/credits or an advisor/registrar letter from state college (CCRI, RIC, URI) for the current semester <p>Training, Apprenticeship, Internship, On-the-Job Training, Work Experience, or Work Immersion:</p> <ul style="list-style-type: none"> ⇒ Proof of enrollment ⇒ Must be funded by Governor's Workforce Board/Workforce Innovation and Opportunity Act (WIOA) or SNAP Employment & Training
<p>Disability</p>	<p>Parent Disability (only required if there is no other need reason):</p> <ul style="list-style-type: none"> ⇒ Medical documentation (C1B form or otherwise) signed by treating physician indicating that the applicant is incapable of providing safe and appropriate care for children <p>Child Disability (only required for applicant children ages 13-19):</p> <ul style="list-style-type: none"> ⇒ Medical documentation (C1B form or otherwise) signed by treating physician stating condition makes the child incapable of self-care