



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. Please note: the same document may be used to verify more than one category, for example, a driver's license can verify identity and address.

1. TO VERIFY YOUR IDENTITY, CITIZENSHIP AND/OR IMMIGRATION STATUS *(REQUIRED FOR THE CHILD ONLY)*

One of the following:

- | | |
|--|---|
| <input type="checkbox"/> Driver's license | <input type="checkbox"/> Birth certificate |
| <input type="checkbox"/> School or work identification | <input type="checkbox"/> U.S. Passport |
| <input type="checkbox"/> Immigration and Naturalization documents (e.g., Green Card) | <input type="checkbox"/> Any other documentation requested for citizenship, immigration status, or age may be used for verification of identity |

2. TO VERIFY YOUR RHODE ISLAND RESIDENCE

One of the following:

- | | |
|--|--|
| <input type="checkbox"/> Rent or mortgage receipts showing address | <input type="checkbox"/> Lease agreement or letter from landlord |
| <input type="checkbox"/> Library card showing address | <input type="checkbox"/> Mail received with your home address (utility bills, bank statements) |
| <input type="checkbox"/> Voter's registration card | |

3. TO VERIFY YOUR PREGNANCY

- Medical verification of the expected due date.

4. TO VERIFY YOUR INCOME

All that apply:

- | | |
|--|--|
| <input type="checkbox"/> Check stubs (showing the last 30 days of income) | <input type="checkbox"/> Proof of alimony received |
| <input type="checkbox"/> Employer statement showing income before taxes, hourly work schedule and the number of hours worked for the past four weeks (if you get paid in cash or you do not have your check stubs) | <input type="checkbox"/> Proof of receipt of unemployment insurance benefits, temporary disability benefits (TDI), Veteran's Administration (VA) benefits. |
| <input type="checkbox"/> Social Security, Supplemental Security Income, or Veteran's Benefits award letter | <input type="checkbox"/> Proof of self-employment income (includes rental income and freelance work): provide tax returns or self-employment ledger |
| <input type="checkbox"/> Other retirement or disability benefit award letters | <input type="checkbox"/> Child Support court order |

5. TO VERIFY YOUR RESOURCES *(IF OVER \$9,500)*

All that apply:

- | | |
|--|--|
| <input type="checkbox"/> Documentation of ownership of a trust | <input type="checkbox"/> Vehicle registration including car, boat, truck, motorcycle, camper |
| <input type="checkbox"/> Proof of rental properties | <input type="checkbox"/> Proof of ownership of other income producing property |
| <input type="checkbox"/> Trust documents, property | <input type="checkbox"/> Proof of ownership of a burial plot (if you own more than one) |
| <input type="checkbox"/> Stock and/or bonds | <input type="checkbox"/> Bank accounts, savings accounts, credit union statements, CD's |
| <input type="checkbox"/> Proof of ownership of real property other than your home. | |

6. TO VERIFY YOUR CHILD SUPPORT EXPENSES

One of the following:

- Child support that you pay: income summary if child support is deducted from your wages or income
- Copy of court order

7. TO VERIFY RELATIONSHIPS AMONG HOUSEHOLD MEMBERS

All that apply:

- Adoption papers or records
- Hospital or public health records of birth or parentage
- Child support paternity records
- Marriage license/tribal marriage certificates
- Divorce/custody papers
- Guardianship papers or records

8. TO VERIFY YOUR DISABILITY

All that apply:

- Complete DHS form C1B
- Letter from your doctor
- Statement of disability-related benefits (e.g., Supplemental Security Income (SSI), Social Security Disability Insurance (SSID), Retirement, Survivors, and Disability Insurance (RSDI), etc.)