



## Program Information Sheet & Check List

The following documentation is required to maintain eligibility for child care assistance.

1.  Yes  No     **APPLICATION** and supporting forms.
2.  Yes  No     **TRIBAL CARDS** copies of cards for ALL members. May consider other tribal documents not listed.  
NEW clients.
3.  Yes  No     **BIRTH CERTIFICATES** copies of State B.C. for each child attending child care. NEW clients.
4.  Yes  No     **SOCIAL SECURITY CARDS** copies of cards for ALL household members. NEW clients.
5.  Yes  No     **IMMUNIZATION RECORDS** copies for each child attending child care.
6.  Yes  No     **INCOME VERIFICATION** latest tax documents or most current past 30 days check stubs for each working adult. Self-employed-taxes and complete Self-Employed Income Statement Verification.
7.  Yes  No     **EMPLOYMENT VERIFICATION FORM** for each working adult. Must work a minimum of 20 hours a week.
8.  Yes  No     **RESIDENCY VERIFICATION** current utility bill/lease/mortgage reflecting name, physical address (if in a different name complete the Notarized Statement of Residence) Must live within service area.
9.  Yes  No     **CLASS SCHEDULE** if attending school.
10.  Yes  No     **CUSTODY/DIVORCE/GUARDIANSHIP** if no court papers-complete the Notarized Statement of Household Occupancy & Custody Agreement.
11.  Yes  No     **CLIENT RESPONSIBILITIES AND AGREEMENT**
12.  Yes  No     **PRIORITY RULES FOR SPECIAL NEEDS AND PROTECTIVE SERVICES** (IFSP/IEP/504 for children with special needs)
13.  Yes  No     **LETTER OF NO SERVICES** from your tribe stating you are not receiving child care services through them. NEW clients.

**I understand that I must have all the above documentation delivered to the Modoc Nation CCDF office and have a complete application before I will be considered for assistance from Modoc Nation CCDF Program. I also have read the above terminology and understand that I must be attending work, a job training program, and/or school, or pre-approved job search while my child is receiving CCDF subsidies. I also understand if I falsify information or fail to submit information required for eligibility, I will be suspended or terminated and will be required to reimburse the program.**

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Signature of Applicant

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Date