

Application for Child Care Financial Assistance

If English is not your primary language and you need help understanding this information, tell your local office.

إذا لم تكن اللغة الإنجليزية لغتك الأولى وتحتاج إلى الحصول على المساعدة قم بإبلاغ المكتب الفرعي القريب منك.

Ako engleski jezik nije Vaš primarni jezik i ako Vam je potrebna pomoć da razumijete ovu informaciju, obavijestite svoj lokalni ured.

အကယ်၍ အင်္ဂလိပ်စကားသည် သင့်မိခင်ဘာသာစကား မဟုတ်ဘဲဖြစ်၍ ဤသတင်းအချက်အလက်ကို နားလည်ရန်အတွက် အကူအညီလိုအပ်က သင့်အသစ်ရုံးကို အကြောင်းကြားပါ။

Si vous n'êtes pas anglais de langue maternelle et que vous avez besoin d'aide pour comprendre ces informations, dites-le à votre bureau local.

Mugihe icongereza atari ururimi rw'awe rw'amavukiro ukaba ushaka impfashanyo y'ugusobanukirwa iy'inkenuzo, egera ibiro vyaho uba.

यदि अङ्ग्रेजी तपाईंको मुख्य भाषा होइन र तपाईंलाई यो बुझ्न सहयोग चाहिएमा, तपाईंको स्थानीय कार्यालयमा भन्नुहोस्।

Haddii luuqada Ingiriisiga aysan ahayn luuqadaada asaasiga ah aadna u baahan tahay caawimaad ah fahanka macluumaadka, u sheeg xafiiska deegaankaaga.

Si su idioma materno no es el inglés y necesita ayuda para comprender esta información, infórmelo a su oficina local.

Ikiwa Kiingereza sio lugha yako ya msingi na unahitaji msaada wa kufahamu maelezo haya, waeleze ofisi yako ya mtaa.

Nếu tiếng Anh không phải là ngôn ngữ chính của quý vị và quý vị cần trợ giúp để hiểu thông tin này, hãy cho văn phòng tại địa phương quý vị biết.

Section One: Applicant Information

Complete all fields. Incomplete applications will be returned.

Last Name _____ First _____ Middle _____ Suffix (Jr, Sr, II) _____

Other Names, such as Maiden Name or Alias _____

Home/Physical Address (required) _____

Town/City _____ State _____ Zip Code _____

Mailing Address (if different from address above) _____

Town/City _____ State _____ Zip Code _____

Email Address _____ Vermont Resident: Yes No

Social Security Number* _____ Date of Birth (mm/dd/yyyy) _____

U.S. Citizen: Yes No If no, please indicate status: Refugee Immigrant Asylee Permanent Resident

Other (please explain) _____

Marital Status: Married Civil Union Legally Separated Separated Divorced Single Single w/Domestic Partner Widowed

Gender: Female Male Single-Parent Household: Yes No Primary Language: _____

Race (check all that apply): American Indian/Alaskan Native Asian Black/African American Native Hawaiian/Pacific Islander White

Ethnicity: Hispanic Non-Hispanic

* You are not required to list your social security number on this application. Please note if you choose not to disclose your social security number, it may delay your application processing.

Is your family homeless: Yes No

Does the applicant have one million dollars or more in assets? Yes No

Do you contribute money into a qualified child education savings account, such as the Vermont Higher Education Investment Plan? Yes No

Is a parent currently active duty in the U.S. Military, a member of a National Guard Unit or a Military Reserve Unit: Yes No

If Yes, Active Military National Guard/Military Reserve

All phone numbers (check preferred): Home _____ Work _____ Cell _____

Section Two: Need for Care

Employment

Self-Employment

Seeking Employment

Training/Education

Special Health Need - Parent

Reach Up Case Worker: _____

See page 7 for required documentation.

Reason services are needed. (check all that apply)

Special Health Need - Child

Family Support - Requires Additional Application (i.e., extreme stress your family is experiencing in areas such as shelter, safety, emotional stability, substance abuse, and children's behaviors)



Section Three: Other Household Members**List second parent/guardian and all children living in the household. (use additional page if needed)**

_____ Last Name	_____ First Name	_____ Middle Name	_____ Suffix (Jr, Sr, II)
_____ Date of Birth (mm/dd/yyyy)	_____ Social Security Number *	_____ Primary Language	_____ Relationship to Applicant
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please indicate status: <input type="checkbox"/> Refugee <input type="checkbox"/> Immigrant <input type="checkbox"/> Asylee <input type="checkbox"/> Permanent Resident			
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White			
Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) <input type="checkbox"/> Yes <input type="checkbox"/> No			

_____ Last Name	_____ First Name	_____ Middle Name	_____ Suffix (Jr, Sr, II)
_____ Date of Birth (mm/dd/yyyy)	_____ Social Security Number *	_____ Primary Language	_____ Relationship to Applicant
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please indicate status: <input type="checkbox"/> Refugee <input type="checkbox"/> Immigrant <input type="checkbox"/> Asylee <input type="checkbox"/> Permanent Resident			
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White			
Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) <input type="checkbox"/> Yes <input type="checkbox"/> No			

_____ Last Name	_____ First Name	_____ Middle Name	_____ Suffix (Jr, Sr, II)
_____ Date of Birth (mm/dd/yyyy)	_____ Social Security Number *	_____ Primary Language	_____ Relationship to Applicant
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please indicate status: <input type="checkbox"/> Refugee <input type="checkbox"/> Immigrant <input type="checkbox"/> Asylee <input type="checkbox"/> Permanent Resident			
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White			
Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) <input type="checkbox"/> Yes <input type="checkbox"/> No			

_____ Last Name	_____ First Name	_____ Middle Name	_____ Suffix (Jr, Sr, II)
_____ Date of Birth (mm/dd/yyyy)	_____ Social Security Number *	_____ Primary Language	_____ Relationship to Applicant
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic		
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please indicate status: <input type="checkbox"/> Refugee <input type="checkbox"/> Immigrant <input type="checkbox"/> Asylee <input type="checkbox"/> Permanent Resident			
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White			
Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) <input type="checkbox"/> Yes <input type="checkbox"/> No			

* You are not required to list your social security number on this application.
Please note if you choose not to disclose your social security number, it may delay your application processing.

Section Four: Applicant's Need for Care

Complete this section about yourself.

Employed at _____ Flexible schedule? Yes No Scheduled work hours per week _____

Employer's Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Do you have a Bachelor's Degree? Yes No Does your employer contribute money towards child care? Yes No

Indicate your work hours, circle AM or PM:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm
End _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm

In school or training at _____ Flexible schedule? Yes No Scheduled hours per week _____

Indicate your school/training hours, circle AM or PM:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm
End _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm

Section Five: Second-Parent's Need for Care

Complete this section for a second parent in the household.
If there is none, go to Section 6.

Employed at _____ Flexible schedule? Yes No Scheduled work hours per week _____

Employer's Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Do you have a Bachelor's Degree? Yes No Does your employer contribute money towards child care? Yes No

Indicate your work hours, circle AM or PM:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm
End _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm

In school or training at _____ Flexible schedule? Yes No Scheduled hours per week _____

Indicate your school/training hours, circle AM or PM:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm
End _____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm	_____ am / pm

Section Six: Requested Child Care Provider

Your provider must be registered, licensed, or certified by the Child Development Division to receive payment.

Child's Name _____

Child Care Provider's Name _____

Child Care Provider's Location _____

City _____

Telephone Number _____

Child Care Provider Relationship to Child _____

Child Care Start Date _____

Indicate hours needed, circle AM or PM:

Sunday _____ am / pm to _____ am / pm

Monday _____ am / pm to _____ am / pm

Tuesday _____ am / pm to _____ am / pm

Wednesday _____ am / pm to _____ am / pm

Thursday _____ am / pm to _____ am / pm

Friday _____ am / pm to _____ am / pm

Saturday _____ am / pm to _____ am / pm

Section Six: Requested Child Care Provider Continued

Child's Name _____
 Child Care Provider's Name _____
 Child Care Provider's Location _____
 City _____
 Telephone Number _____
 Child Care Provider Relationship
 to Child _____
 Child Care Start Date _____

Indicate hours needed, circle AM or PM:

Sunday _____ am / pm to _____ am / pm
 Monday _____ am / pm to _____ am / pm
 Tuesday _____ am / pm to _____ am / pm
 Wednesday _____ am / pm to _____ am / pm
 Thursday _____ am / pm to _____ am / pm
 Friday _____ am / pm to _____ am / pm
 Saturday _____ am / pm to _____ am / pm

Child's Name _____
 Child Care Provider's Name _____
 Child Care Provider's Location _____
 City _____
 Telephone Number _____
 Child Care Provider Relationship
 to Child _____
 Child Care Start Date _____

Indicate hours needed, circle AM or PM:

Sunday _____ am / pm to _____ am / pm
 Monday _____ am / pm to _____ am / pm
 Tuesday _____ am / pm to _____ am / pm
 Wednesday _____ am / pm to _____ am / pm
 Thursday _____ am / pm to _____ am / pm
 Friday _____ am / pm to _____ am / pm
 Saturday _____ am / pm to _____ am / pm

Section Seven: Child Support Information

Complete the information below. If you are currently married or have ever been married, you must provide proof of legal separation, divorce, and child support.

Please complete the boxes below for each child in your household for which you receive child support. *Please submit a 6 - 12 month child support disbursement or payment record.*

Names of children in household	Name and address of absent parent	Were you married to the person paying child support?	Amount received
		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per
		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per
		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per

If you are not receiving court ordered child support please provide an explanation why below. Please indicate how much he/she contributes monthly. If the contribution is in the form of goods (diapers, wipes, clothing), mortgage payments, rent payments, etc. Please indicate a monthly value in dollars.

Value In Dollars: \$ _____

Does anyone in your household pay regular court ordered child support? Yes No If yes, please provide verification.

Name of Person Paying _____ Amount _____

Frequency _____

Section Eight: Household Income

Indicate household income by recipient and type of income.

For each type of income you claim you must supply written evidence. Examples of documentation include two current consecutive pay stubs, a copy of last year’s income tax return for self-employment, a statement from your employer confirming wages for new employment, or a copy of your court order for child support.

Family Member

Family Member

Type of Income (select all that apply):

Type of Income (select all that apply):

	Amount	Frequency		Amount	Frequency
<input type="checkbox"/> AmeriCorps Stipend	_____	_____	<input type="checkbox"/> AmeriCorps Stipend	_____	_____
<input type="checkbox"/> Child Support Received	_____	_____	<input type="checkbox"/> Child Support Received	_____	_____
<input type="checkbox"/> Dividend Income	_____	_____	<input type="checkbox"/> Dividend Income	_____	_____
<input type="checkbox"/> 3SquaresVT (formerly food stamps)	_____	_____	<input type="checkbox"/> 3SquaresVT (formerly food stamps)	_____	_____
<input type="checkbox"/> Housing Assistance	_____	_____	<input type="checkbox"/> Housing Assistance	_____	_____
<input type="checkbox"/> Interest Income	_____	_____	<input type="checkbox"/> Interest Income	_____	_____
<input type="checkbox"/> Medicaid	_____	_____	<input type="checkbox"/> Medicaid	_____	_____
<input type="checkbox"/> Military Pay-Active Duty	_____	_____	<input type="checkbox"/> Military Pay-Active Duty	_____	_____
<input type="checkbox"/> Military Pay-Reserve	_____	_____	<input type="checkbox"/> Military Pay-Reserve	_____	_____
<input type="checkbox"/> Other	_____	_____	<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> PSE Stipend	_____	_____	<input type="checkbox"/> PSE Stipend	_____	_____
<input type="checkbox"/> Reach Up	_____	_____	<input type="checkbox"/> Reach Up	_____	_____
<input type="checkbox"/> Reach Up Child Only	_____	_____	<input type="checkbox"/> Reach Up Child Only	_____	_____
<input type="checkbox"/> Rental Income	_____	_____	<input type="checkbox"/> Rental Income	_____	_____
<input type="checkbox"/> Self-employment Income	_____	_____	<input type="checkbox"/> Self-employment Income	_____	_____
<input type="checkbox"/> Social Security Benefit	_____	_____	<input type="checkbox"/> Social Security Benefit	_____	_____
<input type="checkbox"/> Spousal Maintenance Received	_____	_____	<input type="checkbox"/> Spousal Maintenance Received	_____	_____
<input type="checkbox"/> Supplemental Security Income	_____	_____	<input type="checkbox"/> Supplemental Security Income	_____	_____
<input type="checkbox"/> Tips, etc.	_____	_____	<input type="checkbox"/> Tips, etc.	_____	_____
<input type="checkbox"/> Trust Fund	_____	_____	<input type="checkbox"/> Trust Fund	_____	_____
<input type="checkbox"/> Unemployment Compensation	_____	_____	<input type="checkbox"/> Unemployment Compensation	_____	_____
<input type="checkbox"/> Veterans Benefits	_____	_____	<input type="checkbox"/> Veterans Benefits	_____	_____
<input type="checkbox"/> Vista Stipend	_____	_____	<input type="checkbox"/> Vista Stipend	_____	_____
<input type="checkbox"/> Wages	_____	_____	<input type="checkbox"/> Wages	_____	_____
<input type="checkbox"/> Worker’s Compensation	_____	_____	<input type="checkbox"/> Worker’s Compensation	_____	_____

Section Nine: Consent to Exchange Information

Complete this section about yourself.

Last Name _____ First _____ Middle _____ Suffix (Jr, Sr, II) _____

I give my permission for the eligibility specialists to exchange information required to determine my/our eligibility for Child Care Financial Assistance with, please check the boxes below that apply:

(For any boxes not checked I understand I am responsible for documentation needed to determine my eligibility. Failure to provide documentation may delay my application.)

- Department for Children and Families, Office of Child Support
- Department for Children and Families, Economic Services Division
- Department of Labor, formerly the Department of Employment & Training
- Department for Children and Families, Family Services Division
- Vocational Rehabilitation
- Child Care Provider _____ (provider's name)
- Child's School _____ (school name)
- Employer _____ (employer's name)
- Family Support Team
- Essential Early Education (EEE)
- Visiting Nurses Association (VNA)
- Children's Integrated Services (CIS)
- Other _____

Relationship to child(ren) covered by this consent form:

- Mother Father Legal guardian Other _____

I do not give consent to share my information with the agencies listed above.

Section Ten: Verification and Signature

You must sign and date your application in ink.

- I understand that the Child Development Division will notify me in writing about its decision on my application.
- I certify that the information given on this form is true and correct to the best of my knowledge.
- I understand that I must report any changes that may affect my eligibility within 10 business days (e.g., changes in my household size; marital status; unemployment, employment, or training status; address, and income).
- I understand that I could be subjected to prosecution for fraud if I do not report changes within 10 business days of the change, or provide incorrect or misleading information.
- If I am eligible, I understand that I must pay the difference between the child care financial assistance I receive and what my provider charges.
- I understand that I must pay for any child care costs I incur while I am not eligible for child care financial assistance.
- I understand failure to provide required documentation may result in denial of this application.

Signature of Applicant

Date

Instructions and Required Documentation

If your application is not completely filled out, it will be returned. Required forms may be obtained either by contacting your eligibility specialist or by downloading them from <http://dcf.vermont.gov/cdd>

If you are found eligible, your child care financial assistance will begin on the date your completed application is received.

Eligibility is determined based on your family's need for child care, total gross household income, and family size. Each parent/legal guardian must have one of the following service needs (reason for child care):

- **Employment:** Please submit two consecutive pay stubs from the last 30 days for each job you have. If you have a new job and have not yet received paystubs, please request an employment verification form. If your employer does not withhold taxes for you and you will pay those taxes yourself at the end of the year, follow the instructions for self employment.
- **Self-Employment:** Complete a Self-Employment Business Plan form. If you have been self-employed for more than one year, enclose a complete copy of your most recent tax return. If you have been self-employed for less than one year, a profit and loss form will be required.
- **In School or Training:** Complete a Training Plan Form, along with your course schedule including days and hours attending. If study time is needed, it may be granted at the rate of one hour per hour of class time. Upon completion of your classes, you will need to provide documentation of successfully completed coursework.
If you have a Bachelor's Degree, you are ineligible for financial assistance under this service need.
- **Reach Up:** If you are eligible for Reach Up, ask your Reach Up case manager to submit an authorization for child care to your child care eligibility specialist.
- **Seeking Employment:** If you are looking for work and receiving TANF, contact your Reach Up case manager. If you are looking for employment and NOT on TANF, submit a Work Search Plan Form.
- **Special Health Need (Adult):** If you are medically incapacitated complete this application and submit a Special Health Need Adult form signed by an physician (MD), Nurse Practitioner (NP), Physician Assistant (PA) or state Licensed Psychologist.

Children's Integrated Services (CIS) Service Needs:

- Protective Services:** Please discuss your need for child care with your Family Services social worker. Your social worker will let you know what information is required.
- Family Support:** If your family is experiencing extreme short term stress in areas such as shelter, safety, emotional stability, substance abuse, and children's behaviors. Please contact the CIS Child Care Coordinator at your local agency.
- Special Health Need (Child):** Request from the CIS Child Care Coordinator a Special Health Need Supplemental Documentation form.

Additional Required Documentation:

- Adoption:** If you are a parent with an adoption assistance agreement through the State of Vermont, you must enclose a copy of your adoption subsidy agreement with your application. You will need to verify your service need for child care, but *your income may be waived if you have an adoption agreement with the State of Vermont.*
- Household Income:** Include verification of all other household income such as SSI, Social Security, Veteran's Benefits, unemployment benefits, Worker's Compensation, interest income, stocks and bonds, and rental income. Include a copy of your check or a letter from the agency from which you receive compensation.
- Child Support Verification:** For each child, include a court order, or a 6-12 month payment history from the Office of Child Support.

Community Child Care Support Agencies

If you have any questions regarding what information to send with this application or need help completing this application, please call your local community agency listed below.

Return your completed application along with all required supporting documentation to your local community agency.

<p>The Family Center Of NW VT 130 Fisher Pond Road St. Albans, VT 05478 (802) 524-6554</p>	<p>Child Care Resource 300 Cornerstone Drive, Suite 128 Williston, VT 05495 (802) 863-3367</p>
<p>Kingdom Child Care Connection 1216 Railroad Street, Suite C St. Johnsbury, VT 05819 (802) 748-1992</p>	<p>Winston Prouty Center 209 Austine Drive Brattleboro, VT 05301 (802) 257-7852</p>
<p>NEKCA Parent Child Center 70 Main Street PO Box 346 Newport, VT 05855 (802) 334-7316</p>	<p>Child Care Support Services VT Achievement Center 88 Park Street Rutland, VT 05701 (802) 773-4365</p>
<p>Sunrise Family Resource Center 238 Union Street PO Box 829 Bennington, VT 05201 (802) 442-0052</p>	<p>Lamoille Family Center 480 Cadys Fall Road Morrisville, VT 05661 (802) 888-5229</p>
<p>The Family Place 319 US Route 5 South Norwich, VT 05055 (800) 639-0039</p>	<p>Springfield Area Parent Child Center 6 Main Street North Springfield, VT 05150 (802) 886-5242</p>
<p>Mary Johnson Child Care Services 81 Water Street Middlebury, VT 05753-0591 (802) 388-4304</p>	<p>Family Center Of Washington County 383 Sherwood Drive Montpelier, VT 05602 (802) 262-3292</p>