In order to be considered for the Child Care Voucher Program you must be currently working and/or attending school. To determine eligibility, the following items are needed from you and your spouse and/or significant other, if applicable. **Without the following documentation you will not be seen:**

- **Current Picture Identification (for adults)**
- **Birth Certificates (for all children)**
- **Proof of residency within the past 30 days (lease, utility bill, or a letter from whomever you are living with.)** Proof of residency must include street address, City, State, and Zip Code.
- **Foster Care License (if applicable) as well as a letter supporting foster parent guardianship of child.**
- **Foster Care Identification Card (if applicable for all foster children)**
- **Completed Provider form (enclosed) to be completed by the childcare provider you have chosen.**

**Proofs of a service need (working and/or attending school)**

- **If working, 30 days income; if paid weekly the last 5 checks stubs. If paid bi-weekly, the last 3 check stubs**
- **If attending college/university: computer generated class schedule**
- **If attending accredited G.E.D. classes, letterhead w/attendance records from instructor.**
- **If you have recently become employed and have not received a check, you must bring in a hire letter on company letterhead, stating hire date, rate of pay and expected work hours.**

**All sources of income**

- **Social Security and/or SSI benefit letter dated within the last 30 days**
- **Current TANF benefit letter**

**You must select a provider and have them fill out the Provider Information Form (formerly 805). If you need assistance locating a State approved daycare provider, call Child Care Resource and Referral at 1-800-299-1627.**

For more information call 260-423-3546 or 1-800-589-2264 and press 1 for Family Support.