WHAT TO SAVE AND HAVE AVAILABLE IF CONTACTED

California Department of Education requires documentation to verify family and income status as well as school/training and work status of parents and guardians for families applying for subsidized childcare and development programs. Documents must be provided for each parent/guardian living in the home.

The following documents are important to collect and maintain in a safe place for easy reference and duplication when needed.

- Copy of each child’s birth certificate.
  
  *This is used to verify the relationship between parents and children and to verify family size and child’s age-eligibility for programs.*

- Copies of the most recent 2 months pay stubs for each working parent/guardian in the family. The pay stubs should state gross income as well as hours of work for the pay period if the parent is paid hourly. Dates on the pay stubs must be current.
  
  *These are used to verify income for working parents.*

  **NOTE:** These are not required for California State Preschool only. They are required for all other programs:

- Contact information for the employer(s): name and address of business, name of supervisor, phone or email address.
- Work schedule: days and hours each day each parent works. The schedule helps verify the hours/days care is needed.
  
  **NOTE:** Both of these items will be covered on our “Employment Verification Form” which you will receive if contacted to continue with the eligibility process.

- Copies of other documents verifying income sources and amounts. Examples:
  
  - Copies of SSI, unemployment, or Workers Comp checks for a month or more.
  - Copies of child support checks.
  - Notice of Action, current, for cash aid.
  - Financial Aid Award notice for the academic year for each school/college attended.
  
  *These are used to document types of income other than wages.*

- If self-employed, copies of business licenses, tax returns, business cards or ads, space rental agreements, business invoices and receipts. In some instances, client appointment lists or other forms of documentation may be required.
These are used to verify that an individual is self-employed, what the income from the self-employment or business is, and the hours of work.

NOTE: These are not required for California State Preschool only. They are required for all other programs.

- If claiming single parent status: copies of legal separation or divorce papers, or rental agreements that identify the head of the household (applying parent.) The address on the records should match the address used by the parent to apply for care. Child support documentation or court orders can also be used to verify single parent status and are necessary for income documentation as well. In the absence of court documents (legal separation, divorce, custody and support orders), proof of address of the non-custodial parent is required (rental agreement; utility bill) along with current arrangements between parents regarding custody and support.

- If claiming more than one parent/guardian in household: copy of marriage certificate or other legal document or rental agreement showing both parents' names. NOTE: If you have an eligibility appointment and do not have any of these items, both parents can attend the appointment and sign the state form.

These are used to document family size.

- CSUN student parent (in CSUN degree or credential program and enrolled in 6 or more units): unofficial transcript showing current enrollment status, past grades, and GPA, and your current class schedule. Your class schedule needs to show the name of the class, the units for the class, the grading status, the day and times the class meets, and the beginning and end dates of the session.

- Copies of other college or job training enrollment forms, transcripts or other grade/progress reports issued from by college or training institution, and class or training schedules (with the same information as CSUN schedule. See previous item.

These are used to verify that the parent's need for child care is due to participation in education/training. NOTE: for California State Preschool only, the other college or job training documentation will not be required, but the CSUN documentation is required to establish CSUN student status.

Note: Documentation requirements are per CDE/CDD Title 5 regulations and are subject to change. Additional documentation may be required, depending on a particular situation.