



**Tompkins County**  
**DEPARTMENT OF SOCIAL SERVICES**  
**Child Care Assistance Program**

320 West Martin Luther King Jr. / State Street  
Ithaca, New York 14850  
(607) 274-5612

**DOCUMENTATION REQUIREMENTS**

*Note: We may be able to help you obtain any documentation that you are missing.*

The application for the Child Care Assistance Program is your statement of your present income, resources and expenses. It is important that it be completed by you in as much detail as possible. **When you return your completed application, please bring each of the following documents that apply to your household.** Your application can't be processed until you have submitted *all* required verification. You may receive a letter from us requesting more documentation after we have reviewed your application.

**IDENTITY** (for *every adult family member in the household*): Copy of a Photo ID, Driver's license, U.S. Passport, Naturalization Certificate, Hospital/Doctor's Records, or Adoption Papers

**AGE** (for *every family member in the household*): Copy of a Birth certificate, Baptismal certificate, hospital records, adoption records, or naturalization certificate

**CITIZENSHIP** (for *every family member in the household*): Copy of Birth certificate, Baptismal certificate, hospital records, U.S. Passport, Military service records, Naturalization certificate, USCIS documentation, or evidence of continuous U.S. residence since 12/31/1971 or earlier

**RESIDENCE**: Statement from landlord, current rent receipt or lease, current mail postmarked within the last 30 days, mortgage records

**EARNED INCOME**: Last 2 months of paystubs. **IF** 2 months of paystubs are not available a statement from employer indicating what days and hours you work and what you get paid per hour. If you are self-employed, submit a complete copy of last year's tax return.

**UNEARNED INCOME**: Current verification of all other income that you receive: child support, unemployment, social security, veteran's benefits, workers compensation, school loans, interest/dividends, and pensions/annuities.

**BANK ACCOUNTS**: Complete, current statement for each account showing any interest earned (checking, savings, retirement, IRA and/or Keogh accounts.) If you don't have a current statement, you can ask for a printout of the last 30 days of activity from your bank(s).

**ABSENT PARENT**:

*Note: You must be able to document that your child's absent parent resides outside of your household.*

- A complete copy of the custody order/divorce decree or separation papers outlining custody arrangements;
- A copy of other pertinent court orders (for example: Orders of Protection, temporary custody orders, child support orders, etc.)
- A copy of the absent parent's work schedule
- A written, signed, and dated statement by the non-custodial parent stating their residential address and why they are not available to care for your child/children
- A written, signed, and dated statement by the applicant/custodial parent/caretaker stating where the absent parent resides and why that person is not available to care for their child/children