

# Application Documentation Check List

(Revised 08/01/2023)

## Completed Application

### Verification of Identity:

Yourself  Second Adult\*

Acceptable verification of identity for both includes one of the following:

- (1) Driver's license with or without a photograph.
- (2) Military photo-identification card.
- (3) Passport.
- (4) Other verifiable photo-identification.
- (5) Employer identification card.
- (6) State-issued birth certificate.
- (7) Certificate of naturalization.
- (8) Certificate of United States citizenship.
- (9) Registration receipt card.
- (10) Valid or expired Pennsylvania learner's permit.
- (11) Social Security card.
- (12) Marriage license, divorce decree or court order
- (13) Marriage record that contains the date of birth.
- (14) Voter's registration card.

### Employment Verification form for:

Yourself  Second Adult\*

### Pay stubs for:

Yourself  Second Adult\*

Pay stubs must be no older than 6 weeks.

4 checks if paid weekly

2 checks if paid bi-weekly or bi-monthly.

### Receiving Child Support:

Yourself  Second Adult\*

If receiving child support, provide a copy of current order or other documentation showing amount and frequency of payments received. Screen shots of bank deposits are not an acceptable verification.

### Paying Child Support:

Yourself  Second Adult\*

If you are paying child support, provide a copy of the current order or other documentation showing amount and frequency of payments made.

### Other Earned and Unearned Income:

Yourself  Second Adult\*

Including but not limited to: Award letter from Social Security, Award Letter from Veteran's Benefits, Unemployment Compensation Verification, Workman Comp. verification, Statement of Lottery Winnings, and documentation of other income received.

## Verification Family Size and Composition:

Possible documentation includes:

- (1) Birth Certificates.
- (2) Custody Orders.
- (3) Government or Social Service records
- (4) Medical records showing care and control or school records verifying presence in the household.
- (5) If someone other than parent is applying for subsidy, a written statement from parent stating that the applicant has care and control of the child can be provided in the absence of a custody order.

### Self-Employment:

If you or a second adult\* are self-employed, please call our office and request that we send you the Self Employment Verification Form and Self employment Schedule of Care Form.

### Verification of Residence:

One of the following: Mail, Copy of lease, Utility Bill, Deed, Driver's License, Rental agreement or other documentation.

### Training or Education:

If you are a Teen Parent attending school, please include completed Education Form

If an adult attending an education program, include a completed Training Form

\* 2nd adult to be included is either the spouse of the applicant or the 2<sup>nd</sup> parent of the child for which child care is requested.

***If you have any questions or need additional forms, please contact your ELRC at 570-327-5495 or 800-346-3020.***

## Documentation can be:

- e-mailed to [ELRC7CCW@stepcorp.org](mailto:ELRC7CCW@stepcorp.org)
- Dropped off at your local ELRC 7 Office
- Faxed to 570-601-0318