



Please review the checklist below which details how to complete an application for subsidized child care. This checklist also helps to explain the basic eligibility guidelines.

- Child Care Works application (complete & signed)
- Employment Verification Form (enclosed) for all adults
 - All parents/caretakers in household must be working at least 20 hours per week or at least 10 hours of work and 10 hours of college/training
- Income Verification for all working adults (4 weeks of current paystubs)
- Self-employment is verified by a complete copy of your Federal tax filing. (If recently self-employed, contact our office for additional paperwork)
- Photo Identification (driver's license)
- Verification of Residence Address (lease, utility bill)
- Verification of Family Composition for all children in your household. Must show the relationship between parent & child:
 - Birth Certificate/Hospital birth record
 - Custody Order/Child Support Order showing parent & child(ren)
 - Medical record or written statement from physician
- Training Verification Form for all adults attending college/training
- Verification of unearned/additional income. You are required to report ALL sources of income (SSI, child support, disability, etc.)

Verification must be received within 30 days of submitting application. If you have questions regarding required verification or a special circumstance, please call our office at (610) 278-3707. Requested information may be mailed to the Early Learning Resource Center Region 17, PO Box 311, 1430 DeKalb Street, Norristown, PA 19404-0311 or faxed to (610) 278-5161. Apply online at compass.state.pa.us.

IMPORTANT! This is about your child care. If you need free translation services, please call the Child Care Information Services agency right away.

¡IMPORTANTE! Esto es sobre su cuidado infantil. Si necesita servicios de traducción gratuitos, llame de inmediato a la agencia de Servicios de Información de Cuidado Infantil (Child Care Information Services).

សារៈសំខាន់! ស្តីអំពីការមើលថែកូនរបស់លោកអ្នក។ បើលោកអ្នកត្រូវការការបកប្រែដោយឥតគិតថ្លៃ សូមទូរស័ព្ទទៅអង្គការដែលផ្តល់ការមើលថែក្មេងជាបន្ទាន់។

重要! 这是有关你的儿童照顾的信息。如果你需要免费翻译服务，请立即致电儿童照顾信息服务机构。

ВАЖНАЯ ИНФОРМАЦИЯ! Она касается медицинского обслуживания ваших детей. Если вам нужны услуги переводчика (бесплатные), безотлагательно обращайтесь в Информационное бюро по детскому медицинскому обслуживанию (Child Care Information Services Agency).

QUAN TRỌNG ! Đây là về việc chăm sóc cho con em của quý vị. Nếu quý vị muốn được phiên dịch miễn phí, xin gọi ngay cho cơ quan Dịch Vụ Thông Tin Chăm Sóc Trẻ Em.