

## Checklist for Supporting Documents\*

### MEMBER

#### Copies of:

- Birth Certificate for each child needing care
- Court issued document of legal custody, if member is legal guardian or foster parent of child needing care
- Marriage license if child needing care is stepchild of member
- Proof of salary and wages during 4 most recent, consecutive pay periods for each household member. This includes the member if he/she has income in addition to the living allowance
- Proof of member's living allowance (copy of print out from WBRS is acceptable)
- Official proof of all other types of income (SSI, military pay, child support, alimony, etc.) Contact your Program Director or NACCRRRA Child Care Coordinator for countable income that **is** required by your state

### PROVIDER

#### Copies of:

- Child care provider's social security card, if provider is unlicensed
- License, registration, or certification, if child care provider is licensed, registered, or certified
- In California, drivers license or non-drivers ID for unlicensed child care provider
- Copies of renewal documents if your license, registration or certification expires within the next 30 days, and you do not have a non-expiring license, registration or certification.
- W-9 form

*\*The above lists include basic documentation needed to support information provided on forms. Depending on individual circumstances, additional supporting documentation may be requested.*