Application for Child Care Financial Assistance

LIVE CALL			66		
lf English is not your primary language and على المساعدة قم بإبلاغ المكتب الفر عي القريب منك.			ffice.		
			lokalni ured		
Ako engleski jezik nije Vaš primarni jezik i ako Vam je potrebna pomoć da razumijete ovu informaciju, obavijestite svoj lokalni ured. အကယ်၍ အင်္ဂလိပ်ကားသည် သင့်မိခင်ဘာသာစကား မဟုတ်သဖြင့် ဤသတင်းအချက်အလက်ကို နားလည်ရန်အတွက် အကူအညီလိုပါက သင့်ဒေသခံရုံးကို အကြောင်းကြားပါ။					
Si vous n'êtes pas anglais de langue maternelle			es-le à votre bureau local.		
Mugihe icongereza atari ururimi rw'awe rw'amavukiro ukaba ushaka impfashanyo y'ugusobanukirwa iy'inkenuzo, egera ibiro vyaho uba.					
यदि अङ्ग्रेजी तपाईंको मुख्य भाषा होइन	र तपाईंलाई यो बुझ्न सह	योग चाहिएमा, तपाईंको स्थानीय काय	त्रियमा भन्नुहोस्।		
Haddii luuqada Ingiriisiga aysan ahayn luuqada deegaankaaga.	ada asaasiga ah aadna u ba	ahan tahay caawimaad ah fahanka macluu	umaadka, u sheeg xafiiska		
Si su idioma materno no es el inglés y necesita	ayuda para comprender esta	a información, infórmelo a su oficina local.			
Ikiwa Kiingereza sio lugha yako ya msingi na ur	nahitaji msaada wa kufahami	u maelezo haya, waeleze ofisi yako ya mta	a.		
Nếu tiếng Anh không phải là ngôn ngữ chánh c	ủa quý vị và quý vị cần trợ gi	iúp để hiểu thông tin này, hãy cho văn phòi	ng tại địa phương quý vị biết.		
Section One: Applicant Inform	ation	Complete all fields. Incompl	ete applications will be returned.		
_ast Name	First	Middle	Suffix (Jr, Sr, II)		
Other Names, such as Maiden Name o	or Alias				
Home/Physical Address (required) —					
Town/City					
Mailing Address (if different from add			1		
Γown/City					
Email Address			1		
Social Security Number *					
J.S. Citizen: □Yes □No If no, plea □Other (please explain) Marital Status: □Married □Civil Union Conder: □Female □Male Single Post	□ Legally Separated □	Separated □Divorced □Single □	Single w/Domestic Partner		
Gender: □Female □Male Single-Pa		, ,			
Race (check all that apply): □American		IAsian □Black/African American □N	Native Hawaiian/Pacific Islander UWhit		
Ethnicity: 🗖 Hispanic 🗖 Non-Hispani	С				
s your family homeless: □Yes □No					
s a parent currently active duty in the	•		Military Reserve Unit: ☐ Yes ☐ N		
f Yes, □ Active Military □ National G	,				
All phone numbers (check your prefer	,		U Cell		
* You are not required to list your social security r Please note if you choose not to disclose your social	' '	ı your application processing.			
		7 7			
Section Two: Need for Care		Reason services are needed. (check all that apply)		
☐ Employment See page 7 for required		Children's Integrated Service	es (CIS):		
□ Self-Employment do	ocumentation.	☐ Special Health Need - Child	1		
☐ Seeking Employment		☐ Protective Service Social W	orker:		
☐ Training		☐ Family Support - Requires A			
☐ Education		(i.e., extreme stress your family is experiencing in areas such as shelter, safety, emotional stability, substance abuse,			
Special Health Need - Parent		and children's behaviors)	ional stability, substance abuse,		
🛮 Reach Up Case Worker:		,	VERMONT		
			DEPARTMENT FOR CHILDREN AND FAMILIES		

Agency of Human Services

household. (use additional page if needed) Last Name First Name Middle Name Suffix (Jr, Sr, II) Relationship to Applicant Date of Birth (mm/dd/yyyy) Social Security Number * Primary Language Gender: ☐ Female ☐ Male Ethnicity: Hispanic Non-Hispanic U.S. Citizen: 🗆 Yes 🔍 No If no, please indicate status: 🗅 Refugee 🗅 Immigrant 🗀 Asylee 🗅 Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) 🗖 Yes 🗖 No Last Name First Name Middle Name Suffix (Jr, Sr, II) Date of Birth (mm/dd/yyyy) Social Security Number * Primary Language Relationship to Applicant Gender: Female Male Ethnicity: Hispanic ☐ Non-Hispanic U.S. Citizen: ☐ Yes ☐ No If no, please indicate status: ☐ Refugee ☐ Immigrant ☐ Asylee ☐ Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) 🗖 Yes 🗖 No Last Name First Name Middle Name Suffix (Jr, Sr, II) Primary Language Date of Birth (mm/dd/yyyy) Social Security Number * Relationship to Applicant Gender: Female Male Ethnicity: Hispanic Non-Hispanic U.S. Citizen: ☐ Yes ☐ No If no, please indicate status: ☐ Refugee ☐ Immigrant ☐ Asylee ☐ Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) \(\simeg\) Yes \(\simeg\) No Last Name First Name Middle Name Suffix (Jr, Sr, II) Social Security Number * Date of Birth (mm/dd/yyyy) Primary Language Relationship to Applicant Gender: Female Male Ethnicity: Hispanic Non-Hispanic U.S. Citizen: 🗆 Yes 🔍 No If no, please indicate status: 🗅 Refugee 🗅 Immigrant 🗀 Asylee 🗅 Permanent Resident Race: □American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian or Pacific Islander □White Is this a special needs child under age 19 requiring child care? (Special Needs Documentation is Required) ☐ Yes ☐ No * You are not required to list your social security number on this application. Please note if you choose not to disclose your social security number, it may delay your application processing.

Section Three: Other Household Members

List second parent/guardian and all children living in the

Section Four: Applicant's Need for Care Complete this section about yourself. Flexible schedule? Tyes No Scheduled work hours per week _____ ☐ Employed at ____ Employer's Address _____ Telephone Number _____ ______State _______Zip Code _____ Do you have a Bachelor's Degree? ☐ Yes ☐ No Does your employer contribute money towards child care? ☐ Yes ☐ No Indicate your work hours, circle AM or PM: Sunday Monday Tuesday Wednesday Thursday Friday Saturday Start _____am / pm ____am / pm _____am / pm ____am / pm ____am / pm ____am / pm End _____am / pm ____am / pm ☐ In school or training at ___ ____ Flexible schedule? 🗖 Yes 🗖 No 💮 Scheduled hours per week ___ Indicate your school/training hours, circle AM or PM: Monday Tuesday Wednesday Thursday Friday Saturday Start _____am / pm ____am / pm End _____am / pm ____am / pm _am / pm _____am / pm ____am / pm Complete this section for a second parent in the household. **Section Five: Second-Parent's Need for Care** If there is none, go to Section 6. ______ Flexible schedule? 🗖 Yes 🗖 No Scheduled work hours per week _____ ☐ Employed at ____ Employer's Address ____ Telephone Number ___ _____ State ___ _____ Zip Code _____ City___ Do you have a Bachelor's Degree? ☐ Yes ☐ No Does your employer contribute money towards child care? ☐ Yes ☐ No Indicate your work hours, circle AM or PM: Sunday Monday Tuesday Wednesday Thursday Friday Saturday Start _____am / pm ____am / pm _____am / pm ____am / pm End ___ ☐ In school or training at _____ _____ Flexible schedule? 🗆 Yes 🗅 No Scheduled hours per week _____ Indicate your school/training hours, circle AM or PM: Sunday Monday Tuesday Wednesday Thursday Friday Saturday Start _____am / pm ____am / pm ____am / pm ____am / pm _____am / pm ____am / pm ____am / pm End _____am / pm ____am / pm ____am / pm _am / pm ____am / pm ____am / pm ____am / pm Your provider must be registered, licensed, or certified by Section Six: Requested Child Care Provider the Child Development Division to receive payment. Child's Name _____ Indicate hours needed, circle AM or PM: Child Care Provider's Name _____ Sunday _____ am / pm to _____ am / pm Child Care Provider's Location ___ Monday _____ am/pm to ____ am/pm Tuesday _____ am/pm to ____ am/pm Telephone Number _____ Wednesday _____ am / pm to _____ am / pm Child Care Provider Relationship Thursday _____ am / pm to ____ am / pm to Child Friday _____ am/pm to ____ am/pm Child Care Start Date ___ Saturday _____ am/pm to ____ am/pm

Section	n Six: Request	ted Child Care Pro	ovider Continu	ea			
Child's	Name						
Child C	Care Provider's Nai	me				needed, circle AM o	
Child Care Provider's Location					•	am / pm to	_
City				Mon		am / pm to	
•						am / pm to	
	Care Provider Relat					am/pm to	
		попынр			•	am / pm to	
					•	am / pm to	
Cilia	care start Date			Sat	urday _	am / pm to	am / pm
Child's	Name						
Child C	Care Provider's Nai	me		Indica	ate hours	needed, circle AM o	or PM:
		cation		S	unday _	am/pm to	am / pm
				M	onday _	am/pm to	am / pm
,				Τυ	iesday _	am/pm to	am / pm
•				Wedr	nesday _	am/pm to	am / pm
	Care Provider Relat	-		Thu	ırsday _	am/pm to	am / pm
				riday am/pm to am/pm			
Child C	Care Start Date			Saturdayam/pm toam/pm			
		ordered child support	Names of child	ren for whom	Nan	ne of absent person	ı
\$	ount received	Court ordered?	support is	received	pay	ying child support	
\$	per per	Yes No					
\$	per	Yes No					
If you aı physical	re not receiving co address of the sec	urt ordered child suppond parent. Please indipes, clothing), mortga	dicate how much l	ne/she contribute	es monthly	y. If the contribution	on is in the
		ehold pay regular cou					
Freguen	су						
	•						

Section Eight: Household Income

Indicate household income by recipient and type of income.

For each type of income you claim you must supply written evidence. Examples of documentation include two current consecutive pay stubs, a copy of last year's income tax return for self-employment, a statement from your employer confirming wages for new employment, or a copy of your court order for child support.

Family Member			Family Member		
Type of Income (select all that apply)):	_	Type of Income (select all that apply):		_
	Amount	Frequency		Amount	Frequency
AmeriCorps Stipend			☐ AmeriCorps Stipend		
☐ Child Support Received			☐ Child Support Received		
☐ Dividend Income			☐ Dividend Income		
☐ 3SquaresVT (formerly food stamps)			☐ 3SquaresVT (formerly food stamps)		
☐ Housing Assistance			☐ Housing Assistance		
☐ Interest Income			☐ Interest Income		
☐ Medicaid			☐ Medicaid		
☐ Military Pay-Active Duty			☐ Military Pay-Active Duty		
☐ Military Pay-Reserve			☐ Military Pay-Reserve		
☐ Other			☐ Other		
☐ PSE Stipend			☐ PSE Stipend		
☐ Reach Up			☐ Reach Up		
☐ Reach Up Child Only			☐ Reach Up Child Only		
☐ Rental Income			☐ Rental Income		
☐ Self-employment Income			☐ Self-employment Income		
☐ Social Security Benefit			☐ Social Security Benefit		
☐ Spousal Maintenance Received			☐ Spousal Maintenance Received		
☐ Supplemental Security Income			☐ Supplemental Security Income		
☐ Tips, etc.			☐ Tips, etc.		
☐ Trust Fund			☐ Trust Fund		
☐ Unemployment Compensation			☐ Unemployment Compensation		
☐ Veterans Benefits			☐ Veterans Benefits		
☐ Vista Stipend			☐ Vista Stipend		
☐ Wages			☐ Wages		
☐ Worker's Compensation			☐ Worker's Compensation		

Section Nine: Consent to	Exchange Information	Complete this section about yourself.		
Last Name	First	Middle	Suffix (Jr, Sr, II)	
I give my permission for the elig Care Financial Assistance with, p (For any boxes not checked I und provide documentation may dela	ribility specialists to exchange infolease check the boxes below that derstand I am responsible for doc	formation required to determ t apply:	nine my/our eligibility for Child	
☐ Department for Child	dren and Families, Office of Child	d Support		
☐ Department for Child	dren and Families, Economic Ser	vices Division		
Department of Labor	, formerly the Department of Em	nployment & Training		
☐ Department for Child	dren and Families, Family Servic	es Division		
☐ Vocational Rehabilita	ation			
☐ Child Care Provider			_ (provider's name)	
☐ Employer		(employ	ver's name)	
☐ Family Support Team	1			
☐ Essential Early Educa	ation (EEE)			
☐ Visiting Nurses Asso	ciation (VNA)			
☐ Children's Integrated				
	. ,			
Relationship to child(ren) covere				
□ Mother □ Father	□ Legal guardian □ Othe		o not give consent to share my nation with the agencies listed above.	
Section Ten: Verification	and Signature	You must sign and da	te your application in ink.	
• I understand that the Child D	evelopment Division will notify	me in writing about its decis	sion on my application.	
• I certify that the information g	given on this form is true and cor	rect to the best of my knowl	ledge.	
• I understand that I must report household size; marital status	rt any changes that may affect m ;; unemployment, employment, o	y eligibility within 10 busing or training status; address, a	ess days (e.g., changes in my nd income).	
I understand that I could be so the change, or provide incorre		if I do not report changes w	vithin 10 business days of	
• If I am eligible, I understand t what my provider charges.	hat I must pay the difference bet	ween the child care financia	l assistance I receive and	
• I understand that I must pay f	or any child care costs I incur w	hile I am not eligible for chil	d care financial assistance.	
I understand failure to provid	e required documentation may 1	result in denial of this applic	ration.	
Signature of Ap	plicant		Date	

Instructions and Required Documentation

If your application is not completely filled out, it will be returned. Required forms may be obtained either by contacting your eligibility specialist or by downloading them from http://dcf.vermont.gov/cdd

If you are found eligible, your child care financial assistance will begin on the date your completed application is received.

Eligibility is determined based on your family's need for child care, total gross household income, and family size. Each parent/legal guardian must have one of the following service needs (reason for child care):

- Employment: Please submit two consecutive pay stubs from the last 30 days for each job you have. If you have a new job and have not yet received paystubs, please request an employment verification form. If your employer does not withhold taxes for you and you will pay those taxes yourself at the end of the year, follow the instructions for self employment.
- Self-Employment: Complete a Self-Employment Business Plan form. If you have been self-employed for more than one year, enclose a complete copy of your most recent tax return. If you have been self-employed for less than one year, a profit and loss form will be required.
- In School or Training: Complete a Training Plan Form, along with your course schedule including days and hours attending. If study time is needed, it may be granted at the rate of one hour per hour of class time. Upon completion of your classes, you will need to provide documentation of successfully completed coursework.

 If you have a Bachelor's Degree, you are ineligible for financial assistance under this service need.
- **Reach Up:** If you are eligible for Reach Up, ask your Reach Up case manager to submit an authorization for child care to your child care eligibility specialist.
- **Seeking Employment:** If you are looking for work and receiving TANF, contact your Reach Up case manager. If you are looking for employment and NOT on TANF, submit a Work Search Plan Form.
- Special Health Need (Adult): If you are medically incapacitated complete this application and submit a Special Health Need Adult form signed by an physician (MD), Nurse Practitioner (NP), Physician Assistant (PA) or state Licensed Psychologist.

Children's Integrated Services (CIS) Service Needs:

	Protective Services: Please discuss your need for child care with your Family Services social worker. Your social worker will let you know what information is required.					
	Family Support: If your family is experiencing extreme short term stress in areas such as shelter, safety, emotional stability, substance abuse, and children's behaviors. Please contact the CIS Child Care Coordinator at your local agency.					
	Special Health Need (Child): Request from the CIS Child Care Coordinator a Special Health Need Supplemental Documentation form.					
Ad	Additional Required Documentation:					

Ч	Adoption: If you are a parent with an adoption assistance agreement through the State of Vermont, you must enclose a copy
	of your adoption subsidy agreement with your application. You will need to verify your service need for child care, but
	your income may be waived if you have an adoption agreement with the State of Vermont.

- ☐ Household Income: Include verification of all other household income such as SSI, Social Security, Veteran's Benefits, unemployment benefits, Worker's Compensation, interest income, stocks and bonds, and rental income. Include a copy of your check or a letter from the agency from which you receive compensation.
- ☐ Child Support Verification: For each child, include a court order, or a 6-12 month payment history from the Office of Child Support.

Community Child Care Support Agencies

If you have any questions regarding what information to send with this application or need help completing this application, please call your local community agency listed below.

Return your completed application along with all required supporting documentation to your local community agency.

The Family Center Of NW VT	Child Care Resource
60 Lake Street, Suite 100	181 Commerce Street
St. Albans, VT 05478	Williston, VT 05495
(802) 524-6554	(802) 863-3367
Kingdom Child Care Connection	Windham Child Care Association
1222 Main Street Suite 301	130 Birge Street
St. Johnsbury, VT 05819	Brattleboro, VT 05301
(802) 748-1992	(802) 254-5332
NEKCA Parent Child Center	Child Care Support Services
70 Main Street	VT Achievement Center
PO Box 346	88 Park Street
Newport, VT 05855	Rutland, VT 05701
(802) 334-7316	(802) 773-4365
Bennington Child Care 226 Union Street PO Box 829 Bennington, VT 05201 (802) 447-6936	Lamoille Family Center 480 Cadys Fall Road Morrisville, VT 05661 (802) 888-5229
The Family Place	Springfield Area Parent Child Center
319 Us Route 5 South	6 Main Street
Norwich, VT 05055	North Springfield, VT 05150
(800) 639-0039	(802) 886-5242
Mary Johnson Child Care Services	Family Center Of Washington County
81 Water Street	383 Sherwood Drive
Middlebury, VT 05753-0591	Montpelier, VT 05602
(802) 388-4304	(802) 262-3292