Office of Early Childhood and Out-of-School Learning

# CHILD CARE VOUCHER REQUIRED DOCUMENTS CHECKLIST

Thank you for applying for the Child Care and Development Fund (CCDF) and On My Way Pre-K (OMW) Vouchers. Please submit all required documents listed so we can process your application and determine your eligibility.

## 1 PROOF OF IDENTITY (one of the following)

**All Adults:**
- Driver's license
- State ID
- Passport
- Military ID
- School/Work ID
- Birth certificate

**All Children:**
- Birth certificate
- Passport
- Court records
- Immunization records AND Soc Sec card or State ID

**Foster Parents:**
- Foster license AND Placement documentation

## 2 EMPLOYMENT OR SCHOOL VERIFICATION (one of the following)

**Employment Documents:**
- Pay stubs or canceled checks (within 60 days)
- Tipped Worksheet (for ALL tipped employees)
- Wage Detail Form (if using canceled check)
- Cash Earnings Statement from employer
- Self-employment records including tax transcripts from irs.gov (if applicable)
- New Hire Form or letter from employer
- Gig work screenshots (Uber/Lyft/Doordash, etc.) or contract (if new employment)

**For Students:**
School enrollment verification showing:
- Student name
- School name
- Start date & schedule

## 3 RESIDENCY VERIFICATION (one of the following)

- Current Driver's license or State ID
- Current State ID
- Current Lease
- Residency Statement (within 60 days)
- Utility Bill (within 60 days)
- Paystub (within 60 days)
- 3rd party mail (within 60 days) – no window envelopes

## 4 OTHER INCOME (IF APPLICABLE)

- Social Security Benefit Letter
- Rental Property Income
- Veteran's Benefits Letter
- Worker's Compensation Benefit

## 5 CHILD CARE PROVIDER INFORMATION

- Provider Information Page with start date and provider rates (provider must be CCDF approved)
- If applicable, Parent Provider Statement (if Applicant is employed by ANY childcare provider)

## 6 APPLICANT WORKSHEET - Found here (must be complete and include the signature page)

⚠ **Applications cannot be processed until all required documents are received.**

**QUESTIONS? Contact your local Eligibility Office or Indiana 211.**