

Child Care Assistance New Application Submission Checklist

The Application for Child Care Assistance (CFWB-012) must include supporting documentation.
Check to ensure that documentation is provided for each requirement of subsidy eligibility.

1 APPLICATION (CFWB-012)

Ensure all sections are completed, including:

☐ If two-parent household, both parents signed ☐ Military status (Section 3) ☐ Travel time (Section 5)

2 NEW YORK CITY RESIDENCY

Copy of **one** of the following:

☐ IDNYC ☐ Utility Bill ☐ Section 8 Award Letter
☐ Driver's License ☐ Rent Receipt ☐ NYCHA Certificate
☐ Other _____

PLEASE NOTE: If "OTHER" documentation is not satisfactory, ACS will notify applicant.

3 ONLY FOR CHILD(REN) NEEDING CHILD CARE: CITIZENSHIP/IMMIGRATION STATUS

Copy of **one** of the following:

☐ US Birth Certificate ☐ Alien Registration Card including Permanent Resident or Green Card
☐ US Passport ☐ Form FS-240 (Report of Birth Abroad of a U.S. Citizen)
☐ Naturalization Certificate ☐ Other _____

PLEASE NOTE: If "OTHER" documentation is not satisfactory, ACS will notify applicant.

4 CHILD'S RELATIONSHIP TO PARENT/APPLICANT

Copy of **one** of the following for **all** children in the household under age 18, regardless if child care is needed for the child:

☐ Birth Certificate ☐ Adoption record
☐ Baptismal record ☐ Court order for legal guardian with financial responsibility
☐ Passport with parent signature

5 AGE

Copy of **one** of the following for **all** children in the household under age 18, regardless if child care is needed for the child:

☐ Birth Certificate ☐ Adoption record
☐ Baptismal record ☐ Alien Registration Card
☐ Passport

6 INCOME

All Applicants submitting CFWB-012 must provide documentation of income regardless of reason for care.

If Employed:

☐ CFWB-015 - Referral to Employer for Employee Income Information

OR

☐ Pay Stubs (Bi-weekly = Every 2 weeks; Semi-monthly = Twice a month)
☐ Weekly – 4 current, consecutive pay stubs if gross amount is the same
☐ Weekly – 12 current, consecutive pay stubs if gross varies
☐ Bi-weekly/Semi-monthly – 2 current, consecutive pay stubs if gross amount is the same
☐ Bi-weekly/Semi-monthly – 6 current, consecutive pay stub if gross varies

Please go to <http://www1.nyc.gov/site/acs/early-care/forms.page> for forms and application instructions.
For more information call 311 or 212-835-7610.

If Self-Employed:

- ☐ If self-employed 1 year or more: current, complete and signed income tax package (ex. 1040, 1065, Schedule C, SE for partnership, K-1, etc.)
- ☐ If self-employed less than 1 year, complete and submit CFWB-031 Self-Employment Income Information Attestation

Other Income:

- ☐ Recent checks, pay stubs or current award letters required for other income identified by the applicant on the CFWB-012 including SSI, SSD, unemployment benefits, rental income, pensions, annuities, worker's compensation, alimony, and child support.

7

REASONS FOR CARE

Applicant must document **one** of the following reasons for care:

a) Working minimum of 20 hours or more per week:

- ☐ See above under income for required documents regarding Employment and / or Self-employment.

b) Educational/Vocational activity:

2 Year College/Vocational School (**One** of the following)

- ☐ CFWB-005 with School's stamp
- ☐ A letter from the training institution on official letterhead is also acceptable, but must contain all necessary information reflected on the CFWB-005.

4 Year full time college student plus work

- ☐ CFWB-015 OR Pay Stubs indicating work 17 ½ hours per week

And one of the following

- ☐ CFWB-005 with school's stamp
- ☐ A letter from the training institution on official letterhead is also acceptable, but must contain all necessary information reflected on the CFWB-005.

c) Looking for Work (One of the following):

- ☐ CFWB-026 - Work Search Record
- ☐ Approved Work Search Plan from the NYS Dept. of Labor
- ☐ Proof of receipt of Unemployment Insurance

d) Homeless (One of the following):

- ☐ Written Referral from Hotel/Shelter
- ☐ CFWB-027 Housing Questionnaire/Attestation

e) Domestic Violence Referral (From Domestic Violence service provider):

- ☐ Referral for services in response to domestic violence

Please go to <http://www1.nyc.gov/site/acs/early-care/forms.page> for forms and application instructions.
For more information call 311 or 212-835-7610.

Application For Child Care Assistance

Please read instructions (CFWB-012A) and review the document checklist (CFWB-012B) for assistance when completing this and for information on what documents are required.

ATTENTION: This application is used to apply only for Category 2 or 3* child care assistance (for families not in receipt of cash assistance). To apply for Cash Assistance or other benefits, including Category 1 Child Care Assistance (for families in receipt of cash assistance), you must use the New York State Application for Certain Benefits and Services (LDSS-2921).

PLEASE NOTE: All sections of this form must be filled out to be considered complete unless the section is identified as optional. If you do not complete all required sections of this form, you may not be considered for Child Care Assistance.

The following applicants may be eligible for child care assistance without regard to income and do not need to complete this application:

- Foster parents who need child care assistance to allow them to work and are only applying for assistance for the foster child(ren).
- Families in receipt of protective or preventive services.

PLEASE PRINT IN ALL CAPITAL LETTERS

Refer to application instructions (CFWB-012A) for details

NewChange/RecertificationReopen

OFFICE USE ONLY	Case #:	Application Date:
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Section 1 APPLICANT	Last Name <i>(Please include any aliases or maiden names in parentheses):</i>				First Name:				M.I.:	Marital Status:			
	Home Address:				Apt. #:	City/Borough:		State:	ZIP Code:				
	Is this a temporary address?		Yes	No	If yes, does family currently reside in <i>(check one)</i> :		Homeless Shelter	Doubled-up with another family		Hotel/Motel	Car, Bus, Train	Park, Campsite	Other
	Telephone (Work):				Telephone (Home):		Telephone (Cell or Other):			Email:			
	Do you receive Cash Assistance?		Yes	No	CA#:		What is your primary language?		English	Spanish	Other		
							What is your preferred language?		English	Spanish	Other		

Please list all children in your household needing child care. **(Only children needing care)**

Section 2A CHILD(REN) NEEDING CARE	Last Name	First Name	M.I.	Relationship	Date of Birth MM/DD/YY	Sex	Both of Child's Parents Reside in the Home?	Ethnicity Hispanic or Latino**	Race** <i>(See legend below)</i>	Social Security Number <i>(Optional)</i>	Child with a Disability?	Is child U.S. Citizen/ U.S. National/ or person with satisfactory immigration status?
	1.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	6.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	8.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Category 1: Families eligible for a child care guarantee – applying for or receiving Cash Assistance (CA), or receiving Child Care Assistance in lieu of CA or receiving transitional child care

Category 2: Families eligible when funds are available

Category 3: Families eligible when funds are available and ACS has included them in its Child and Family Services Plan

**Providing ethnicity and race information is voluntary and will not affect your eligibility for Child Care Assistance or the amount of assistance that you will be given by this agency.

Racial Affiliation Codes:

AI Native American or Alaskan Native

AS Asian

BL Black or African American

HP Native Hawaiian or Pacific Islander

WH White

Please list all **other** members in your entire household (not listed in Section 2A) including children under age 18 who do **not** need child care. List yourself first, followed by everyone who lives with you.

Section 2B FAMILY MEMBERS	Last Name <small>(Include any aliases or maiden names in parentheses)</small>	First Name	M.I.	Relationship	Date of Birth MM/DD/YY	Sex	Ethnicity Hispanic or Latino**	Race** <small>(See legend to the right)</small>	Social Security Number <small>(Optional)</small>
	1.			Self		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	2.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	3.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	4.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	5.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	6.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	7.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	8.					<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No		

For additional family members, please attach a separate sheet. Include information for any spouse, parent or caretaker of the children applying for care who lives in the home.

Racial Affiliation Codes:
AI Native American or Alaskan Native
AS Asian
BL Black or African American
HP Native Hawaiian or Pacific Islander
WH White

OFFICE USE ONLY Family Size:

Section 3 CHILD/FAMILY NEEDS	What is your reason for requesting Child Care Assistance? Employment Looking for Work Vocational Training/Educational Activities Receiving Domestic Violence Services Homelessness	Is a parent currently active duty (full-time) in the US Military? No Yes	Is the applicant receiving and/or applying for child care through a different application? If yes please indicate the agency: Department of Education (DOE) Human Resources Administration (HRA) Department of Youth and Community Development (DYCD) Department of Homeless Services (DHS) Consortium for Worker Education (CWE)
	Is there a non-custodial parent available to provide child care? Yes No	Is a parent currently a member of a National Guard or Military Reserve Unit? No Yes	

Section 4 EMPLOYMENT (if employment is reason for care)	Applicant's Employer Name:		Tel#:		Address:			City/Borough:		State:		ZIP Code:	
	Employment Start Date:		Does job have a rotating shift?		Yes	No	Does job require overtime (OT)?		Yes	No			
	If applicant has a second job												
	Employer Name:		Tel#:		Address:			City/Borough:		State:		ZIP Code:	
	Employment Start Date:		Does job have a rotating shift?		Yes	No	Does job require overtime (OT)?		Yes	No			
	Second parent, caretaker or stepparent in the household												
	Employer Name:		Tel#:		Address:			City/Borough:		State:		ZIP Code:	
	Employment Start Date:		Does job have a rotating shift?		Yes	No	Does job require overtime (OT)?		Yes	No			
	If second parent, caretaker or stepparent in the household has a second job												
	Employer Name:		Tel#:		Address:			City/Borough:		State:		ZIP Code:	
	Employment Start Date:		Does job have a rotating shift?		Yes	No	Does job require overtime (OT)?		Yes	No			

Section 5
WORK/ACTIVITY/TRAVEL
TIME SCHEDULE

Typical work/activity schedule (i.e., educational/vocational activity)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
from to	from to	from to	from to	from to	from to	from to

Typical work/activity schedule for second parent, caretaker or stepparent in the household

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
from to	from to	from to	from to	from to	from to	from to

Travel Time

Drop off: Travel time from the child care provider to work/activity?
Check one of the following: 15 minutes 30 minutes 45 minutes 1 hour More than 1 hour. Amount of time if more than 1 hour Public Transportation? Yes No
Pick-up: Travel time from work/activity to the child care provider?
Check one of the following: 15 minutes 30 minutes 45 minutes 1 hour More than 1 hour. Amount of time if more than 1 hour Public Transportation? Yes No

Spouse/Other Parent

Drop off: Travel time from the child care provider to work/activity?
Check one of the following: 15 minutes 30 minutes 45 minutes 1 hour More than 1 hour. Amount of time if more than 1 hour Public Transportation? Yes No
Pick-up: Travel time from work/activity to the child care provider?
Check one of the following: 15 minutes 30 minutes 45 minutes 1 hour More than 1 hour. Amount of time if more than 1 hour Public Transportation? Yes No

Please complete the schedule below **only** if the parent has a second shift, job or activity

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
from to	from to	from to	from to	from to	from to	from to

Please complete the schedule below **only** if the second parent, caretaker or stepparent in the household has a second shift, job or activity

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
from to	from to	from to	from to	from to	from to	from to

Indicate if you or anyone who is applying with you receives money from the following sources. See checklist (CFWB-012B) for documentation requirements. PLEASE PRINT

Section 6 INCOME INFORMATION	Sources	Yes No	Gross Amount	How often? (weekly, biweekly, monthly, etc?)	Who is the recipient?	OFFICE USE ONLY	
	Applicant Wages/Salary, including overtime, commissions, training programs, tips		\$		Self	Type of Documentation	Monthly Calculations
	Second parent, caretaker or stepparent in the household Wages/Salary, incl. overtime, commissions, training programs, tips		\$				
	Net Self-Employment Income		\$				
	Child Support Payments (received)		\$				
	Alimony/Spousal Support (received)		\$				
	Unemployment Insurance Benefits, Workers' Comp		\$				
	Social Security Benefits (including SSI)		\$				
	Disability Benefits (NYS, VA, Private)		\$				
	Rental/Boarder/Lodger Income (received)		\$				
	Dividends/Interest – Stocks, Bonds, Savings		\$				
	Retirement, Pensions/Annuities		\$				
	Cash Assistance (CA) Grant, Safety Net Benefits		\$				
	Other (please specify)		\$				
Total Income			\$				



Section 7
PROVIDER

If you qualify for Child Care Assistance funded by the New York State Child Care Block Grant, you have the option to choose: center-based or home-based child care. If you choose a provider that is not licensed or registered, the provider must be enrolled as a Legally-Exempt provider. Provide below the name(s) and address(es) of your choice of provider(s). You may list additional choices on an attached sheet.

Name:	Program # (if applicable)	Name:	Program # (if applicable)	Name:	Program # (if applicable)
Address:		Address:		Address:	

Section 8
CERTIFICATION

1. I understand that the information contained on this form will be used to determine my or my family's eligibility for services/subsidy. I understand that by signing this application form, I agree to cooperate fully with any investigation to verify or confirm the information I have given or any other investigation in connection with my request for child care assistance. I will provide additional information if requested.
2. Social Security Numbers, if provided, may be used by federal, state, and local agencies to prevent duplication of services, fraud and for federal reporting.
3. I agree to inform the agency immediately of any change in my needs, income, address, living arrangement, household composition or address where care is provided, who is providing child care, provider fees and/or hours for which child care is needed.
4. I certify that the children indicated as needing child care are United States (U.S.) citizens, U.S. nationals, or persons with satisfactory immigration status. I understand that this information about these children may be submitted to the Immigration and Naturalization Service (INS) for verification of immigration status, if applicable. I further understand that the use or disclosure of this information about these children is restricted to persons and organizations directly connected with the verification of immigration status and the administration or enforcement of provisions of the Child Care Assistance Program.
5. I understand that this application is used only for the expressed purpose of child care assistance. To obtain other assistance such as SNAP, Medicaid, Cash Assistance, or other services, additional applications will be required. However, this application and any information obtained as part of an investigation of this application may be shared with any City, State or Federal agency to which you apply or have applied for any other assistance or benefits.
6. Federal and state laws provide for penalties of fine, imprisonment or both if you do not tell the truth when you apply for Child Care Assistance, or when you are questioned about your eligibility, or if you cause someone else not to tell the truth regarding your application or continuing eligibility. Penalties also apply if you conceal or fail to disclose facts regarding your initial or continuing eligibility for Child Care Assistance; or if you conceal or fail to disclose facts that would affect the right of someone, for whom you have applied, to obtain or continue to receive Child Care Assistance. If you are the authorized representative applying on behalf of someone else, Child Care Assistance must be used for that person and not yourself. It is unlawful to obtain Child Care Assistance by concealing information or providing false information.
7. I certify that my family resources do not exceed \$1,000,000.00.

It is the policy and commitment of the New York City Administration for Children's Services that it does not discriminate on the basis of race, creed, age, color, sex, religion, national origin, alienage or citizenship status, physical or mental disability, gender, gender identity, sexual orientation, pregnancy, marital or partnership status.

You may obtain information on your rights and responsibilities at <http://otda.ny.gov/programs/applications/4148A.pdf>

If you do not have access to the internet, you can call NYC ACS at (212) 835-7610 to request physical copies of the following booklets.

LDSS-4148A: What You Should Know About Your Rights and Responsibilities; **LDSS-4148B:** What You Should Know About Social Services Programs; **LDSS-4148C:** What You Should Know If You Have an Emergency

Certification: I swear and/or affirm under the penalties of perjury that all of the information I have given or will give to NYC ACS relating to Child Care Assistance is correct. I have read and understand the notices both above and attached. I understand and agree to the above-listed certifications.

Please provide the signatures of both parents/caretakers if two parent/caretaker household.

Signature Parent/Caretaker: _____ Signature Second Parent/Caretaker: _____ Signature Authorized Representative: _____

Print Name: _____ Date: ____/____/____ Print Name: _____ Date: ____/____/____ Print Name: _____ Date: ____/____/____

Section 9
OFFICE ONLY

Authorized Days and Hours of Care:

Sunday from to		Monday from to		Tuesday from to		Wednesday from to		Thursday from to		Friday from to		Saturday from to	

Eligibility determined and approved by (print and initial):

Length of Eligibility from ____/____/____ to ____/____/____ **Codes:** RFC: _____ PR: _____

Authorized Days and Hours of Care for Second Shift/Work/Activity Schedule

(Complete only if parent provides second shift/work/activity schedule in Section 5)

Sunday from to		Monday from to		Tuesday from to		Wednesday from to		Thursday from to		Friday from to		Saturday from to	

Date: ____/____/____

FS: _____