Please carefully read and follow the directions listed inside the Application for Subsidized Child Care. Here is a list of items to remember to submit along with your application.

Things to give CCIS for your application

- ☐ **Proof of Family Composition**
  Provide a copy(ies) of birth certificate, custody orders, medical records for child(ren) that match the parent/caretaker address.

- ☐ **Social Security Cards**
  For all family members whose numbers are provided on the application (copies please).

- ☐ Sign and date the **Authorization For Release of Information**

- ☐ **Proof of Address**
  Provide a copy of a current lease, utility bill, driver's license etc.

- ☐ **Proof of ALL income**
  As stated on page 5 of the Intake Application; i.e. copies of child support verification, social security, employment, unemployment etc.

- ☐ **Training Verification**
  If you are in an accredited college or training institution.

- ☐ **Employment Verification**
  For each job and for each parent when there is a 2-parent household.

- ☐ **Proof of Medical Expenses**
  As stated on page 5 of the intake application.

- ☐ **Proof of Child Support paid by you or your spouse/live-in companion**
  As stated on page 5 of the intake application.

www.dpw.state.pa.us Go to "find a form" or go to "for children" on left hand side of menu to navigate to forms you may need for CCIS.