

Attention Applicants

Child Care Application Checklist

In order to help with the timely processing of your application for child care assistance, please review the following information:

All information must be filled in completely, including all boxed areas.

When filling out the application, all boxes **must** have complete and correct information and all questions must be answered. If a box does not apply to your current situation you will need to mark the box with a zero, "N/A" or draw a line through the box.

No box should be left blank.

Examples:

Any application not completed correctly will be sent back for correct completion!

Please check to be sure that you have included the following with your application:

- Two (2) current and consecutive check stubs that reflect full pay periods from all employers. If this is a new job a Wage Verification Form will need to be completed by your employer.
- If attending school, your current official school schedule and previous semester's grades.
- If you are a TANF (Temporary Aid to Needy Families) client, your RSP (Responsibility and Service Plan).
- If you are using a License Exempt Provider, a front and back copy of their state issued photo ID and social security card (if not already on file).
- Have you **AND** the Provider signed and dated the application?

**Please note that additional information may be requested after your application is submitted to our office for processing.

If you need assistance with filling out this application, or have questions, please visit our office or call during the hours of operation listed below.



Community Child Care Connection, Inc.

...Linking Parents and Providers With Resources

919 S Spring St
Springfield, IL 62704

In Springfield: 217/525-2805
Outside Springfield: 800/676-2805
Fax: 217/525-2894

Hours of Operation:
Monday - Friday
8:00a – 4:00p

www.cccconnect.org