

Attention Applicants

Child Care Redetermination Checklist

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

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

When filling out the redetermination form, 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 redetermination form not completed correctly will be sent back for correct completion!

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

- 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).
- Have you signed and dated the redetermination form?

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

If you need assistance with filling out this form, 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
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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