

**BIENVILLE PARISH COMMUNITY NETWORK CCAP CHECKLIST FLYER
BIENVILLE PARISH CHILD CARE CENTERS**

This is a preliminary determination only. The CCAP analyst may request additional information. Only the Louisiana Department of Education can determine final eligibility.

BRING THE FOLLOWING ITEMS WITH YOU TO REGISTER FOR CHILD CARE CENTER PROGRAMS

Proof of Income Verification:

You may use any of the following to verify income:

- Last (4) consecutive check stubs for EACH PERSON WHO WORKS IN THE HOUSEHOLD for the current year
- An official letter from your employer stating ALL of the following:
 - Where parent/guardian is employed, Hourly rate of pay
 - The average number of hours parent/guardian works per week
- Tax Returns
- Wage Forms

Other Income: Such as contributions, child support, alimony, Social Security, SSI, VA, retirement checks, Unemployment Compensation (UCB), award letters, court orders, and/or statements from contributors

Income that stopped within the last 3 months: "Pink Slip," termination notice, or statement from former employer, termination notice or statement from source of any income that ended

Age/Relationship: A birth certificate, baptismal certificate, or hospital birth records of the person to be included or if not your own child, birth records to prove your relationship.

- The person completing the application must be the parent listed on the birth certificate. You must have a valid LA Driver's License or a LA State ID CARD.
- If person the completing application is NOT listed on the birth certificate, a court-issued custody papers, child foster care placement order from DCFS, military power of attorney, or provisional custody mandate must be submitted.

Alien Status: If not a U.S. citizen, forms or cards from USCIS that prove the person is a legal alien

Self-Employment: Income tax returns, sales records, quarterly tax records, and/or personal wage record

Immunization: Shot record or doctor's records must be current for all age-appropriate shots.

School Attendance or Job Training: A statement from the school or job training program indicating the number of hours of the attendance each week and anticipate. Total number of hours all household adults work, attend education or training program (minimum of 20 hours per week required)