

REQUIRED DOCUMENTATION FOR
ELIGIBILITY
CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)

1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:

1. You must submit verification from school Principal indicating full-time enrollment.
 2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
- NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:

1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
 2. If you are also working, check stubs must be submitted. See Section A for instructions.
- *NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:

1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
 - If your child is already on the program, you do not need to submit this again.
 - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
3. Child Support. See instructions on the Verification of Child Support Services form.
4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

Return application and documents to:
DECCD
Mississippi Department of Human Services
P.O. Box 352
Jackson, MS 39205