

CalWORKs Stage 1 Participant Checklist

Date:

Case Name, Case Number:

Address:

City, State, Zip Code:

Child Care Application Acknowledgement

Extension/Reauthorization/Change

Missing Documents/Case Pending

Dear

In order to receive CalWORKs Stage 1 Child Care services, participants must demonstrate their eligibility and need for subsidized child care services. The following documentation is required to approve or extend child care. Please submit this documentation to our office attention _____ by _____. Participants are responsible for submitting any required documentation, including provider information. Failure to return the requested information by the specified date may result in a denial or termination of child care services.

Family Information Needed:

CalWORKs Stage 1 Child Care Participant – Provider Services Agreement

Family Size and Income Information

Verification of Income

Check stubs for

Self-Employment Income – A letter from the source of the income, copies of tax returns or statement of estimated income for tax purposes

Employment Verification – Completed and signed by your employer

Training Verification – School Registrar must sign, stamp and enclose in a sealed envelope

Verification of WTW Activity

Statement of Incapacity – Completed and signed by a legally qualified professional

School and Track form and School Calendar for the following children:

In-Home Affidavit completed by Participant

Other:

Provider Documentation Needed:

Copy of current license from Community Care Licensing and Verification of Taxpayer Identification Number

Proof of Age (non-expired passport or government issued photo ID)

CalWORKs Stage 1 Child Care Participant - Provider Services Agreement

Copy of current U.S. Citizenship, Permanent Resident Card or Employment Authorization Card

Copy of signed Social Security Card

W-9 Form

Health and Safety Certification form

Declaration of Exemption

TrustLine Registry form

Fingerprint card and/or Live Scan

Provider Agreement

Proof of liability insurance, bond, or affidavit

Other:

If you have any questions or concerns, please contact me at:

Sincerely,