

4CS CHILDCARE FINANCIAL ASSISTANCE

- * FULL & PART-TIME CHILDCARE ASSISTANCE AVAILABLE
- * ASSISTANCE INCLUDES BEFORE-SCHOOL AND AFTER-SCHOOL CARE AND SUMMER CAMP
- * NO FEES OR CHARGES TO APPLY
- * SUBJECT TO ELIGIBILITY GUIDELINES



If you (or someone you know) have children up to 13 years old, or less than age 19 who is mentally or physically incapable of self care, and are:

- A Passaic County resident
- Working a minimum of 30 hours per week
- Attending school or a training program full time
- Working and attending school for a combination equivalent to 30 hours per week

Please contact us:

4CS of Passaic County, Inc.
2 Market Street, 3rd Floor (Paterson Museum)
Paterson, NJ 07501

973-684-1904 • www.4cspassaic.org • Info@4cspassaic.org

(Summer and school-year programs)

NJ CHILD CARE SUBSIDY PROGRAM

Documentation Checklist

Below is a **general list** of required documents for each section of the Child Care Subsidy Program Application that must be submitted for **initial** eligibility consideration. Additional documents may also be required based on program requirements. Please contact and check with the Child Care Resource and Referral Agency (CCR&R) if you have questions or need assistance. You can reach your local CCR&R at 1-800-332-9227 or by visiting www.ChildCareNJ.gov.

IDENTIFICATION

For each applicant/co-applicant, **submit one** of the documents from **Column A**. If you are unable to provide from **Column A**, you may **submit two** documents from **Column B**:

COLUMN A (PRIMARY DOCUMENTATION)

Submit one:

- Driver's License
- Government Issued Photo ID Card
- Military Photo ID Card
- Employer Issued Photo ID
- School Photo ID
- Passport
- Permanent Resident Card (Green Card)

OR

COLUMN B (SECONDARY DOCUMENTATION)

Submit two:

- High School Diploma, GED, or College Diploma
- Health Insurance Card or Prescription Card
- Printed Paystub
- Birth Certificate (applicant/co-applicant or child's)
- Social Security Card

ADDRESS

For any applicant/co-applicant, **submit one** of the following to verify residence*:

- Current Rental/Lease Agreement or Mortgage Bill
- Court decree (if applicable)
- School records showing residence
- Custody Agreement or other court documents for guardianship
- Home utility bills
- Medical documentation
- Vehicle Registration or Title or NJ Driver's License
- Most recent filed tax forms showing dependency (For dependents 18+, must provide filed IRS 1040 Form)

**If you or your child are homeless and do not have a fixed address, please contact your CCR&R for assistance.*

RELATIONSHIP AND HOUSEHOLD SIZE

For **any child in need of child care services**, submit the following to prove relationship:

- Child's Birth Certificate
- Court decree (if applicable)
- Custody Agreement or other court documents for guardianship (if applicable)

For each **dependent residing in the home** and included in the family size, **submit one** of the following to verify family size:

- Birth Certificate
- Court decree (if applicable)
- Custody Agreement or other court documents for guardianship (if applicable)
- Most recent filed tax forms showing dependency (For dependents 18+, must provide filed IRS 1040 Form)

NJ CHILD CARE SUBSIDY PROGRAM

Documentation Checklist Continued

CHILD CITIZENSHIP STATUS

For any child in need of care, **submit one** of the following:

- | | |
|---|--|
| <input type="checkbox"/> U.S. Birth Certificate | <input type="checkbox"/> Permanent Resident Card (Green Card) |
| <input type="checkbox"/> Certificate of Citizenship | <input type="checkbox"/> USCIS Form I-551 (Alien Registration Card) |
| <input type="checkbox"/> U.S. Passport or Passport Card | <input type="checkbox"/> Refugee Travel Document (Form I-571) |
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> USCIS/INS Form I-94 stamped "Refugee", "Parolee", "Asylee", or "Notice of Action" |

INCOME

INCOME FROM EMPLOYMENT:

- Must provide current one month's worth of current pay stubs (e.g. 4 weekly, 2 biweekly, etc.)

NEW EMPLOYMENT ONLY: If paystubs are not available

- Employer letter on company letterhead (signed/dated) Must include rate of pay, hours worked per week, employer contact information, and first date of employment; or

- DFD "Verification of Employment" Form
If approved for subsidy, applicant/co-applicant will be required to follow up with pay stubs.

- SELF-EMPLOYED ONLY:** Submit Current IRS Tax Transcript of Form 1040 Schedule C, "Profit or Loss from Business"

- UNABLE TO WORK or INCAPACITATED:** DFD "Parent Incapacitation Verification" Form

OTHER INCOME OR BENEFITS TO FAMILY UNIT:

Documentation must show the rate and frequency of the income received from the sources below:

- Unemployment documentation
- Pension documentation
- Worker's Compensation
- Social Security award letter
- Retirement/Pension
- Spousal Support/Alimony
- Veterans/Military Benefits
- Disability Benefits
- Child Support – minimum of 6 months of Payment/Disbursement History
(Note: If child support or alimony is not court ordered, write the amount you receive monthly in Section C of the application)
- Any other income required for federal/state tax reporting purposes

SCHOOL/TRAINING

For each applicant/co-applicant, **submit one** of the following:

- SCHOOL:** Detailed school schedule naming the school and the student, including days and hours attending, credits, start and end date
- TRAINING PROGRAM:** Letter on Program letterhead (signed/dated) indicating name of program, start and end date and weekly schedule



Eff.: 3/1/19 - All Other

State of New Jersey
DEPARTMENT OF HUMAN SERVICES

2019-2020

**INCOME ELIGIBILITY SCHEDULES
FOR PUBLICLY SUBSIDIZED
CHILD CARE ASSISTANCE or SERVICES**

Family Size	Federal Head Start Program*	Income Eligibility for the Child Care Assistance Program and Other Selected Child Care Programs Including Preschool Wrap Around Child Care Administered through the New Jersey Department of Human Services					State Funded Kinship Child Care Services	
	Maximum Allowable Annual Family Gross Income	Maximum Allowable Annual Gross Family Income for Entry Level and/or Initial Eligibility			Maximum Allowable Annual Gross Family Income At Redetermination	Maximum Allowable Annual Gross Family Income Prior to Exit	Maximum Allowable Annual Gross Family Income for Eligibility for Clients Under Age 60	Maximum Allowable Annual Gross Family Income for Eligibility for Clients Over Age 60
	Represents 100% of the 2019 Federal Poverty Index	TIER A Represents 150% of the 2019 Federal Poverty Index	TIER B Represents 175% of the 2019 Federal Poverty Index	TIER C Represents 200% of the 2019 Federal Poverty Index	TIER D Represents 250% of the 2019 Federal Poverty Index	TIER E* Represents 85% of the 2019 New Jersey State Median Income	Represents 350% of the 2019 Federal Poverty Index	Represents 500% of the 2019 Federal Poverty Index
1	\$12,490	\$18,735	\$21,858	\$24,980	\$31,225	\$56,711	\$43,715	\$62,450
2	\$16,910	\$25,365	\$29,593	\$33,820	\$42,275	\$68,257	\$59,185	\$84,550
3	\$21,330	\$31,995	\$37,328	\$42,660	\$53,325	\$85,989	\$74,655	\$106,650
4	\$25,750	\$38,625	\$45,063	\$51,500	\$64,375	\$104,103	\$90,125	\$128,750
5	\$30,170	\$45,255	\$52,798	\$60,340	\$75,425	\$111,243	\$105,595	\$150,850
6	\$34,590	\$51,885	\$60,533	\$69,180	\$86,475	\$118,383	\$121,065	\$172,950
7	\$39,010	\$58,515	\$68,268	\$78,020	\$97,525	\$125,523	\$136,535	\$195,050
8	\$43,430	\$65,145	\$76,003	\$86,860	\$108,575	\$132,663	\$152,005	\$217,150
9	\$47,850	\$71,775	\$83,738	\$95,700	\$119,625	\$139,803	\$167,475	\$239,250
10	\$52,270	\$78,405	\$91,473	\$104,540	\$130,675	\$146,943	\$182,945	\$261,350
11	\$56,690	\$85,035	\$99,208	\$113,380	\$141,725	\$154,083	\$198,415	\$283,450
12	\$61,110	\$91,665	\$106,943	\$122,220	\$152,775	\$161,223	\$213,885	\$305,550
For each additional family member add:	\$4,420	\$6,630	\$7,735	\$8,840	\$11,050	\$7,140	\$15,470	\$22,100

Note: Tier E represents the one-time Graduated Phase-Out period of child care assistance that may be utilized for one year.

Source: Annual Update of the HHS Poverty Guidelines, *Federal Register*, Vol. 84, No. 22, Friday, February 1, 2019, Page 1168

Source: Census Bureau Median Family Income by Family Size, Department of Justice, Cases Filed as of November 1, 2018, <https://www.justice.gov/>