



Eligibility Requirements for Child Care Financial Assistance

Dear Parent:

You will need to come to the main office at 190 Hampshire St., 2nd floor, Lawrence to sign a contract. Bring all that are applicable:

1. ONE of the following original, valid, & unexpired photo IDs:

- Driver's License or Permit
- US Military ID card
- Certificate of Naturalization
- Passport
- Certificate of U.S. Citizenship
- MA School Identification Card
- State ID Card

2. All that applies to verify income and service need:

- Four (4) weeks of paystubs, or two (2) if bi-weekly, within the last six (6) weeks for each parent
- Documentation of additional income such as SSI, SS, unemployment, child support, rental income, investment dividends, lottery winnings, DTA, etc.

3. Documentation of school or training program (if applicable):

- Letter from school or program on letterhead, daily schedule, start and end date of program for each parent.

4. ONE of the following MA documents must be submitted to verify proof of residence:

- Utility bill (within 45 days)
- Most recent W-2 (18 months)
- Most recent individual state income tax return
- Motor vehicle registration card
- Residential rental/lease agreement
- Mortgage documents, homeowner documents or proof of home ownership
- School enrollment form if applicant is under age 18 with applicant's residence address
- In-state tuition bill as proof of undergraduate/graduate student
- Weapons permit
- Voter's registration card
- Property tax bill or receipt
- Homestead tax exemption
- Shelter letter confirming parent & child as residents

5. ONE of the following must be submitted to verify relationship to each child in your family, whether or not they will be receiving subsidized child care:

- Child(ren's) Birth Certificate
- Child(ren's) Baptismal Certificate
- Hospital birth record
- US Passport
- Social Security benefit record
- Court guardianship record for both permanent and temporary guardians.
- Current school records showing the address of the child and the name and relationship of person responsible for the child.

6. Proof of child's legal status for children born outside the U.S.:

- Certificate of Citizenship
- Report of birth abroad of a US Citizen
- Alien lawfully admitted for permanent residency
- US Passport
- Finalized Certificate of Adoption of a child from abroad by a US Citizen
- Child(ren's) Birth Certificate from one of the 50 states or from the following: District of Columbia, Puerto Rico, American Samoa, Guam, US Virgin Islands, or Northern Mariana Islands.

If you or your child have a disability or have special needs, please visit www.eec.state.ma.us to download the Verification of Special Needs form. Follow the following links: Under Key Resources click on Forms and Guidance for Parents and Providers, then click on Forms for Managing Financial Assistance. Income Eligible Forms and Verification of Special Needs will be at the bottom of the page.

The packet must be completed by a physician, psychiatrist, psychologist, LICSW, Early Intervention director (child must have a current IFSP), psychiatric nurse, Certified Physician's Assistant, special education staff person (child must have current IEP or 504 plan) stating the disability of the child or the parent.

Any documentation provided in a foreign language *other than Spanish* (including birth certificates) must be accompanied by a notarized translation.