



## Child Care Services Eligibility Document Checklist

Initial Enrollment

Family Size	Maximum Monthly Gross Income
<b>2</b>	<b>\$3,183</b>
<b>3</b>	<b>\$3,932</b>
<b>4</b>	<b>\$4,681</b>
<b>5</b>	<b>\$5,430</b>
<b>6</b>	<b>\$6,179</b>

**First Time Only Must Submit:**

- Birth Certificates for all children in the household
- Social Security cards for everyone in the household \*
- Driver's License or Picture ID for all adults
- All males must be registered with the Selective Services (register at local post office) [www.sss.gov](http://www.sss.gov)

**At Every Certification/Recertification-Everyone Must Submit:**

- Complete CCS application
- Verification of all household income

**At Every Visit-If you are working you must submit:**

- Work Schedule (Last 2 weeks + upcoming week) indicating days and times worked

**AND one of the following:**

- Copies of your last **3 months** of paycheck stubs (Paid weekly-13 checks, paid every other week-7 checks, paid semimonthly-6 checks, paid monthly-3 checks),  
**OR**
- Computer printout from your employer with current income and **3 month** history  
**OR**
- Child Care Services Employment Verification Form (New employment only)

**If Self-Employed see back for more details**

**At Every Visit-If you are attending school or training you must submit:**

- Print out of your current enrollment for training schools showing start and expected end date
- Copy of unofficial transcript
- Class Schedule
- Degree Plan

**Information and forms are available on our website [www.spcaa.org](http://www.spcaa.org) or [www.spworkforce.org](http://www.spworkforce.org)**

**[You must have all listed items, for your household, in hand when meeting with your CCS caseworker. Missing information will delay your child care eligibility.](#)**

**Call Child Care Services at 806-744-3572/1-800-658-6284 to schedule an appointment  
If preferred you may submit all required documents to:  
Child Care Services, 2002 W Loop 289 STE 117 Lubbock, TX 79407  
or fax all required documents to 806-744-3576**

Workforce Solutions South Plains is an equal opportunity employer/programs.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 711 (voice); 800-735-2989 (TDD); or Relay Texas Spanish 800-662-4954.  
\*optional

## **FREQUENTLY ASKED QUESTIONS:**

**1. What if my spouse is incarcerated but will return to the household upon release?**

Verification of incarceration will need to be submitted from the incarceration unit stating booking date and projected release date. <http://www.tdcj.state.tx.us/>

**2. What if I have guardianship of children that are not my own?**

You will be required to provide legal documentation verifying your guardianship of the child/ren. Due to the varying circumstances of each case, a caseworker will need to advise you of the required documentation.

**3. What if I share joint custody?**

You will need to provide court orders showing the schedule of possession of the child for each parent.

**4. What if I do not receive check stubs?**

You may use an employment verification form completed by your supervisor/manager upon initial enrollment. All further re-certifications will require a payroll history of the prior 3 months completed by your employer, stating hours worked and gross wages paid. Yearly submission of income tax forms will be required.

**5. What if I'm self-employed? How do I verify income? Provide work schedule?**

CCS requires proof of legal self-employment via DBA (Doing Business As) or other legal documentation. CCS provides monthly income verification forms available on our website @ [spworkforce.org](http://spworkforce.org) to document income. You will need to complete the form monthly and submit income receipts as well as expense receipts with each form. Self-employment schedules must be in writing and signed.

### **Frequently used websites**

**Texas Tech University:**

[www.ttu.edu/](http://www.ttu.edu/)

**South Plains College:**

[www.southplainscollege.edu/](http://www.southplainscollege.edu/)

**Lubbock Christian University:**

[www.lcu.edu/](http://www.lcu.edu/)

**SPCAA / Child Care Services**

[www.spcaa.org](http://www.spcaa.org)

**South Plains Workforce**

[www.spworkforce.org](http://www.spworkforce.org)

**Texas Department of Criminal Justice**

<http://www.tdcj.state.tx.us/>

**Selective Services**

[www.sss.gov](http://www.sss.gov)

**211 Texas:**

[www.211texas.org](http://www.211texas.org)

**Texas Department of Child Care Licensing- (806)698-5510**

[www.txchildcaresearch.org](http://www.txchildcaresearch.org)

**Early Childhood Interventions Services**

[www.dars.state.tx.us/ecis](http://www.dars.state.tx.us/ecis)

**Texas Rising Star Program**

[www.texasrisingstar.org](http://www.texasrisingstar.org)

**Texas School Ready Program**

[www.tea.state.tx.us](http://www.tea.state.tx.us)

**National Association for the Education of Young Children**

[www.naeyc.org](http://www.naeyc.org)

**To report suspected abuse or neglect**

**1-800-252-5400**



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