



West Virginia Department of Human Services
Child Care Assistance Status Check

****DO NOT FAX OR EMAIL FORMS****

I. INSTRUCTIONS

Please be sure to fill out ALL pages of the review packet.

A. OVERVIEW

You and your family are currently receiving child care services. To continue receiving services, please complete this form with your current information and return to the address below. You must report all changes in your family size, income, need for care, and providers used. Failure to submit this form by the due date will result in case closure and the loss of child care assistance. If you no longer need child care assistance, please contact your worker.

Agency _____ Phone _____
Address _____ Worker _____

B. IMPORTANT DEADLINES



You must complete and return your status check form with all required verifications no later than _____ or your child care case will close on _____.



If your child care case is closed, you must reapply for services.

C. REQUIRED VERIFICATIONS

Your renewal cannot be approved unless you submit verification of the following:

1. NEED FOR CARE VERIFICATIONS:

- a. **School or Training Program** – You must verify school attendance with a letter from the school, copy of your school schedule, and a copy of your most recent grades.
- b. **Work** – You must provide one month's worth of pay stubs for each person who works. If you are newly employed and have not received one month's worth of pay stubs, you must have your employer complete the New Employment Verification Form (ECE-CC-1B).
- c. **CPS Safety or Treatment Plan** – A copy of the plan must be received which lists days and hours care is requested and any special requirements such as a waiver of fee payment.
- d. **WV WORKS** – Verification of participation in a qualifying WV WORKS activity from your WV WORKS worker.

2. PROOF OF WEST VIRGINIA RESIDENCY – If you have moved since your last application/renewal, you must submit proof of West Virginia residency in order for your renewal to be approved. Acceptable proofs of residency include:

- a) WV utility bills with a WV service address
- b) WV property tax bill or receipt indicating a WV residence address
- c) WV mortgage documents or homeowner insurance documents for a WV residence or proof of WV home ownership with a WV residence address
- d) WV W-2 form not more than 18 months old with the applicant's name and WV residence address
- e) WV weapons permit with a WV residence address
- f) WV Motor Vehicles registration card that contains a WV residence address
- g) WV Voter's registration card with a WV residence address
- h) WV school enrollment form if applicant is under age 18 with the applicant's WV residence address
- i) WV Homestead tax exemption with a WV residence address
- j) Residential rental and/or lease agreement with a WV address

3. VERIFICATION OF INCOME RECEIVED:

- a. For each person who works, you must attach either:
 - 1. Copies of that person's most recent pay stubs for at least one month's time, or
 - 2. A completed "New Employment Verification Form" which shows monthly gross income or hourly wage and average number of hours worked weekly.
 - 3. If income varies and there have been no changes in hourly wage or salary, three months of pay stubs may be submitted.
 - 4. If a person is self-employed, net income must be reported and verified by business and/or tax records.
- b. If you receive child support, you must send in either:
 - 1. A copy of your divorce or child support decree, or
 - 2. A copy of child support received from the Bureau for Child Support Enforcement.
- c. Other income: you must send in copies of check stubs or award letters to verify any other income received (i.e., TANF, SSI, etc.).

4. PROOF OF CITIZENSHIP:

- a. All child care applicants, including foster care and kinship relative foster care parents, must verify that children receiving child care services are either a U.S. Citizen or a qualified alien. Applicants who cannot provide verification of citizenship are not eligible to receive child care services. If you have already supplied proof of citizenship for children in need of care, you do not have to do so again.
- b. Acceptable Proofs of Citizenship: citizenship can be verified by submission of any document that proves a U.S. place of birth or documents showing that the person is a U.S. citizen. All documents must be either an original or a copy certified by the issuing agency. The most common proof of citizenship is a certified birth certificate. Please check with your worker if you do not have these documents for children needing care.

REMEMBER – If you do not return required supporting verifications with your status check, your child care case will be closed, and you will have to reapply for services.

II. IDENTIFYING INFORMATION - Head of Household

Name:			Maiden Name or any other previous names:			
Social Security # (*Optional)			Birth Date:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Live-In <input type="checkbox"/> Other: _____			Are you a US Citizen?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Are you a DHHR Kinship Relative Caretaker?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Are you a Foster Parent?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:				Are you currently homeless?		<input type="checkbox"/> Yes <input type="checkbox"/> No
City:		State:		Zip Code:		County:
Phone Number:			Business Phone or Message number:			
Ethnicity (must choose one)				Race (check all that apply)		
<input type="checkbox"/> Hispanic or Latino or Spanish Origin <input type="checkbox"/> Not Hispanic or Latino or Spanish Origin				<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/other Pacific Islander <input type="checkbox"/> White		

*Under the Privacy Act, §7(a), states are prohibited from denying an individual any right, benefit, or privilege provided by law because of the Individual's refusal to disclose his or her Social Security Number unless disclosure is required by federal statute.

III. OTHER FAMILY MEMBERS: You must report any changes in family composition. Be sure to list any new persons living in the home. Failure to accurately report all household members will result in case closure. **You must complete this section even if NO CHANGES have occurred.**

Name of Household Member	Ethnicity (1 or 2*)	Race	Date of Birth	Relationship to You	Gender (M/F)	Does this child need child care? (Y/N)	Does this child have special needs? (Y/N)

* 1. Hispanic, Latino or Spanish Origin, 2. Not Hispanic or Latino or Spanish Origin

IV. REASON FOR NEEDING CHILD CARE: The following information shows why you need child care.

Name of Household Member	Your Name:		Other:		Other:		Other:	
Reason for Care	<input type="checkbox"/> Working <input type="checkbox"/> Going to School/Training <input type="checkbox"/> WV WORKS activity <input type="checkbox"/> CPS Plan <input type="checkbox"/> Court Order for Child Care <input type="checkbox"/> Other:		<input type="checkbox"/> Working <input type="checkbox"/> Going to School/Training <input type="checkbox"/> WV WORKS activity <input type="checkbox"/> CPS Plan <input type="checkbox"/> Court Order for Child Care <input type="checkbox"/> Other:		<input type="checkbox"/> Working <input type="checkbox"/> Going to School/Training <input type="checkbox"/> WV WORKS activity <input type="checkbox"/> CPS Plan <input type="checkbox"/> Court Order for Child Care <input type="checkbox"/> Other:		<input type="checkbox"/> Working <input type="checkbox"/> Going to School/Training <input type="checkbox"/> WV WORKS activity <input type="checkbox"/> CPS Plan <input type="checkbox"/> Court Order for Child Care <input type="checkbox"/> Other:	
Employer /School Name								
Employer /School Phone								
Start Date								
Schedule	Days	Hours	Days	Hours	Days	Hours	Days	Hours
	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
<i>*Please do not write "varies" regarding scheduled days/hours</i>								

V. PROVIDER INFORMATION: The chart below shows your provider information. Enter your children's names and the name, address, and phone number of the provider used for each child.

Child's Name	Provider's Name	Provider's Address	Are you related to this provider? If so, how?

Child's Name	Provider's Name	Provider's Address	Are you related to this provider? If so, how?

VI. INCOME VERIFICATION: Please enter the name of the head of the household in the column marked "Your Name." Go down the column under your name and look at the income types. For example, number one is wages. Enter the amount of your wages and how often you receive it. Go down each row and enter any income you receive from other sources. If you have a second job, go to the next column and enter your name, then enter your wages from your second job on that line. Repeat for each person in your home who has income.

Name of Household Member	Your Name:		Other:		Other:		Other:	
Income Type	List Below the Gross Amount and How Often Income is Received by Yourself and Other Household Members							
	Amount	How Often	Amount	How Often	Amount	How Often	Amount	How Often
Wages (Gross)								
TANF Benefits								
Social Security Benefits								
Veteran's Benefits								
Worker's Compensation								
Disability Benefits								
Unemployment Compensation								
Retirement Benefits								
Farm Self Employment								
Non-Farm Self Employment								
Alimony								
Child Support								
Other								

VII. Income Verification:

1. Do your total household assets exceed \$1,000,000?

- ☐ Yes
- ☐ No

VIII. PRIMARY LANGUAGE:

1. What is the primary language spoken in your home?

- ☐ English
- ☐ Spanish
- ☐ Native Central, South American, and Mexican languages (e.g., Mixteco, Quichean)
- ☐ Caribbean languages (e.g., Haitian-Creole, Patois)
- ☐ Middle Eastern and South Asian languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)
- ☐ East Asian languages (e.g., Chinese, Vietnamese, Tagalog)
- ☐ Native North American/Alaska Native languages
- ☐ Pacific Island languages (e.g., Palauan, Fijian)
- ☐ European and Slavic languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)
- ☐ African languages (e.g., Swahili, Wolof)
- ☐ Other (e.g., American Sign Language)
- ☐ Unspecified (unknown or head of household declined to identify home language)

IX. SIGNATURE: Please read the statements below and sign and date the form.

1. In signing this form, I understand that I am requesting that child care services be provided for my children.
2. I understand that if I receive more benefits than I am entitled to receive, whether through my fault or through an error on the part of the agency, I must repay any extra benefits received.
3. Intentional misuse and/or billing for unapproved services will result in legal action for repayment and prosecution of fraud.
4. The information I have given is true and complete to the best of my knowledge and I agree to allow the agency to contact me or anyone else in order to verify my eligibility for child care. I agree to report any change within 5 working days which would affect my eligibility for child care services. I understand that if I intentionally do not report changes or give false information, I can be prosecuted for fraud or perjury.
5. I understand that I have the right to request a hearing or file a grievance if I am not satisfied with a decision regarding my child care case or if I feel that I have been discriminated against because of race, color, national origin, religion, or sex. I may have an attorney present at a hearing but the attorney's costs will not be paid by the agency.
6. I agree to allow the agency to obtain information from the Social Security Administration if that information is provided and used according to the Social Security Act and the Privacy Act of 1974.
7. I understand that staff of the West Virginia Department of Health and Human Resources (DHHR) and/or its specified contract agency are responsible for the provision of child care services, and I give my consent for information about myself and my family to be exchanged as needed between DHHR and the contract agency.

Signature _____

Date _____