

Hamilton County Department of Job and Family Services
Child Care Review Packet

Recipient's Name:	Recipient's SS#:
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The following forms are included in this packet. Please read, complete, and return them so we can process your review application for Child Care services.

1. HCJFS 5166B: Child Care Verification Requirements.

- ✓ Read carefully for detailed verification requirements. You must verify all current income for your family and all activities for which you need child care.
- ✓ Gather any verifications that apply to your family.
- ✓ Attach a readable copy of all current income and/or school verifications.

2. JFS 01138: Child Care Application

- ✓ Fill out all pages completely.
- ✓ Read Your Rights and Responsibilities carefully.
- ✓ Sign and date page 12.

3. HCJFS 3050: Child Care Employment Verification. You only need to have this form completed when your last 4 weeks of pay stubs are not available or you have had a change in your schedule or income which does not show on your pay stubs.

- ✓ If the form is needed, it must be completed by your employer.
- ✓ Employment verification must be no more than six weeks old.

Are any of your children currently using a Child Care/home/center provider? No; Yes – If yes, list:

Provider's Name, Address, and Phone #	Names of Children Using Services

Please note: When choosing a child care center, we encourage you to view www.jfs.ohio.gov for licensing information.

I can be reached at this phone number _____ between 8:00 a.m. – 4:45 p.m.

Return all information by fax, mail or in person to:

Hamilton County JFS, Child Care 222 East Central Parkway, 3rd Floor Cincinnati, OH 45202-1225	FAX: 513-946-2249 (Alternate Fax: 513-946-1106) Main Phone Number: 513-946-1800
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Child care is no longer able to update cases immediately!

- Case updates, depending on the type of update, may take up to **30** days to process. Cases are updated and processed in the order received.