

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

Recipient's Name:	Recipient's SS#:
-------------------	------------------

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.
- ✓ Caretakers must provide the appropriate documentation to verify the child is one of the following:
  - **A U.S. born citizen.** To verify U.S. Citizenship, the caretaker must provide a civilian birth, baptismal, or church certificate showing a birthplace in the U.S.
  - **A foreign born U.S. citizen.** To verify U.S. Citizenship, the caretaker must provide a citizen certification, U.S. passport, consular's certification of birth, or certificate of naturalization as verification.
  - **A qualified alien.** To verify the child is a qualified alien, the caretaker must provide forms issued through the immigration and naturalization service, including the INS I-151, I-155 or I-94.

**2. JFS 01138: Child Care Application**

- ✓ Fill out all pages completely.
- ✓ Read Your Rights and Responsibilities carefully.
- ✓ Sign and date page 12 (**HCJFS copy**).

**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.ifs.ohio.gov](http://www.ifs.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, 3 <sup>rd</sup> Floor Cincinnati, OH 45202-1225	FAX: 513-946-1830 Main Phone Number: 513-946-1800
---	--

**Child care is no longer able to update cases immediately!**

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

**ATTENTION:** Effective 3/28/10, HCJFS is no longer required to provide 15 days notice of adverse action (denial, fee increase, etc) during a redetermination of eligibility. Per Ohio Administrative Code 5101:2-16-35, applicants will receive a denial notice if they are ineligible for child care for the new 12 month eligibility period.