

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

Applicant's Name:	Applicant'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 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. Income verification must be no more than six weeks old.

**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 need only have this form completed when your last four weeks of pay stubs are not available or you have had a change in your schedule or income which is not reflected on your pay stubs.
- ✓ Employment verification must be no more than six weeks old.
- ✓ If the form is needed, it must be completed by your employer.

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](http://www.jfs.ohio.gov) for licensing information.**

I would like my first group of vouchers to be:  Mailed  Picked-up

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:**

<p><b>Hamilton County JFS, Child Care</b>  <b>222 East Central Parkway, 3<sup>rd</sup> Floor</b>  <b>Cincinnati, OH 45202-1225</b></p>	<p><b>FAX: 513-946-2249</b>  <b>(Alternate Fax: 513-946-1106)</b>  <b>Main Phone Number: 513-946-1800</b></p>
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You will receive the following forms based on your case status:

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| <ul style="list-style-type: none"> <li>■ If you are determined <b>ELIGIBLE</b> for child care services, you will receive:           <ul style="list-style-type: none"> <li>▪ Notice of Approval,</li> <li>▪ Voucher for each child,</li> <li>▪ List of Provider (Home/Center) Names,</li> <li>▪ Notice of State Hearing Rights</li> <li>▪ Income Computation Cover Letter</li> <li>▪ How the Program Works</li> <li>▪ Your signed Rights and Responsibilities</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>■ If you are determined <b>POTENTIALLY ELIGIBLE</b> for child care services, you will receive:           <ul style="list-style-type: none"> <li>▪ Notice of Potential Eligibility (Temporary Vouchers),</li> <li>▪ List of Provider (Home/Center) Names, and</li> <li>▪ Verification Checklist. <b>You have until the <u>due date on the form to submit all documents listed or your application will be <u>denied.</u></u></b></li> </ul> </li> </ul> |
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**Child care is no longer able to update cases immediately!**

- EZ Applications are processed in the order received and may take up to **30** days.