

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 &/or school verifications. Income verification must be 6 weeks old **or less**.
 - ✓ 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 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

Note: When choosing a child care center, view 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:	Hamilton County JFS, Child Care 222 East Central Parkway, 3rd Floor Cincinnati, OH 45202-1225	FAX: 513-946-1830 Main Phone Number: 513-946-1800
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You will receive the following forms depending on your case status of **ELIGIBLE** or **POTENTIALLY ELIGIBLE**:

ELIGIBLE for child care services	POTENTIALLY ELIGIBLE for child care services
<ul style="list-style-type: none"> ▪ Notice of Approval, ▪ Voucher for each child, ▪ List of Provider (Home/Center) Names, ▪ Notice of State Hearing Rights ▪ Income Computation Cover Letter ▪ How the Program Works ▪ Your signed Rights and Responsibilities 	<ul style="list-style-type: none"> ▪ Notice of Potential Eligibility (Temporary Vouchers), ▪ List of Provider (Home/Center) Names, and ▪ Verification Checklist. You have until the <u>due date</u> on the form to submit <u>all</u> documents listed or your application will be <u>denied</u>.

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.