

# How to Apply for Child Care Subsidy



## What information does the Subsidy Program need to know about me?

- ✓ The names of every person living in your home and their relationship to you.
- ✓ Each adult's daily activities, like working or going to school.
- ✓ All income received by each person living in your home.
- ✓ All forms of assistance received by each person living in your home.
- ✓ The provider who will be caring for the child(ren) when the adults are at work.

## What documents do I need to provide to the Subsidy Program?

- ✓ A copy of the photo ID for all adults living in the home.
- ✓ Proof of every adult's and child's social security number.
- ✓ Proof of every child's birth date.
- ✓ Proof of all income received by the household in the last 30 days.
- ✓ Proof of any assistance received by anyone in the household.
- ✓ Proof of schedule (work or job search) for adults in the household.

## How do I know if I can receive child care assistance?

Call any of our offices and ask to be prescreened for subsidy program eligibility.

- ✓ A staff member will screen your information to:
  - Make sure each adult has a reason for needing child care,
  - Count how many people make up your household size, and
  - Calculate the total monthly income for your household.
- ✓ Based on the above information, the staff member will tell you if you are eligible.
- ✓ If eligible, you will be sent an application for you to fill out and return.
- ✓ You must meet all program requirements to remain eligible for child care subsidy.
- ✓ You will be assigned a case manager who will help you with all program requirements.

### In Northern Nevada and the Rurals

The Children's Cabinet

775-856-6200 or 1-800-753-5500

[www.childrenscabinet.org](http://www.childrenscabinet.org)

### In Southern Nevada

Las Vegas Urban League

702-473-9400 or 1-855-4UL-KIDS

[www.childcarelv.org](http://www.childcarelv.org)

