

## Child Care Assistance

### Acceptable Documents for Verification

Verification Type	Acceptable Documentation or Information (examples)
Verification of Birth	<ul style="list-style-type: none"> <li>-birth certificate</li> <li>-hospital records</li> <li>-birth center records</li> </ul>
Countable Earned Income	<ul style="list-style-type: none"> <li>-paystubs</li> <li>-employer statement/verification of work form</li> <li>-client statement, if earning wages from various odd jobs /day labor</li> <li>-contract/work agreement</li> <li>-payroll history</li> <li>-income tax return with transcripts</li> <li>-profit and loss (must be verified by a bookkeeper or accountant)</li> </ul>
Countable Unearned Income	<ul style="list-style-type: none"> <li>-benefit award letter (i.e. – social security, veteran administration (VA))</li> <li>-letter or document from agency making payment</li> <li>-court records or other legal documents</li> <li>-statement from tribal agency</li> <li>-bank or other financial statement</li> <li>-divorce or separation decree</li> <li>-trust documents</li> <li>-workers' compensation documents</li> <li>-rental income information</li> </ul>
Qualifying Activity	<ul style="list-style-type: none"> <li>-proof of TANF participation (Ex. WPA)</li> <li>-school schedule</li> <li>-statement from educational institution</li> <li>-work schedule</li> <li>-paystubs</li> <li>-employer statement</li> <li>-client statement</li> <li>-contract/work agreement</li> <li>-proof of new business registration with State</li> </ul>
Documentation of Incapacity	<ul style="list-style-type: none"> <li>-Statement or letter from Medical Professional on letterhead/stationary</li> <li>-Statement/Record/Letter from a federal government agency that issues or provides disability benefits</li> <li>-Statement/Records/Letters from a state vocational rehabilitation agency counselor</li> <li>-Records/ Letters from a treatment facility/counselor</li> <li>-Certification from a private vocational rehabilitation or other counselor that issues or provides disability benefits.</li> </ul>
Custody	<ul style="list-style-type: none"> <li>-court order</li> <li>-sworn statement</li> <li>-attorney records</li> </ul>
Dependency	<ul style="list-style-type: none"> <li>- Court order</li> <li>- Notarized Statement</li> <li>- Divorce Papers</li> <li>- Durable Power Attorney</li> <li>- Guardianship Documentation</li> <li>- Federal Tax documents verifying person is claimed as a dependent</li> <li>- Written Statement with supervisor's approval</li> </ul>

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<b>NM Residency</b>	<ul style="list-style-type: none"> <li>-lease/rental agreement</li> <li>-utility bill</li> <li>-mortgage receipt</li> <li>-written statement from person you are residing with</li> <li>-Current NM driver's license</li> <li>-statement from landlord</li> <li>-other records that provide a name and address</li> </ul>
<b>ECECD approved provider</b>	<p>Tell ECECD the provider you choose.  Select provider from <a href="http://www.newmexicokids.org">www.newmexicokids.org</a> , or call  New Mexico Kids Resource &amp; Referral at  1-800-691-9067.</p>
<b>Identification for Parent / Guardian</b>	<ul style="list-style-type: none"> <li>-current or expired government issued photo I.D. / Passport</li> <li>-school photo I.D.</li> <li>-government issued immigration document with photo</li> <li>-employer I.D. with photo</li> </ul>
<b>Age of Child</b>	<ul style="list-style-type: none"> <li>-government issued photo I.D.</li> <li>-birth certificate / hospital certificate of birth</li> <li>-religious records</li> <li>-school records</li> <li>-certificate of Indian blood</li> <li>-paternity papers</li> <li>-Numident (social security application)</li> </ul>
<b>Relationship of Child to Parent/Guardian</b>	<ul style="list-style-type: none"> <li>-birth certificate</li> <li>-court order, or other legal records</li> <li>-family Bible or baptismal record</li> <li>-adoption records</li> <li>-marriage license/certificate</li> <li>-hospital or public health record</li> <li>-certificate of Indian blood</li> <li>-Department of Vital Statistics record</li> </ul>
<b>Citizenship/ Immigration Verification</b>	<ul style="list-style-type: none"> <li>- <b>US Birth Certificate</b></li> <li>- <b>Military ID</b></li> <li>- <b>Passport</b></li> <li>- <b>Naturalization Certificate</b></li> <li>- <b>Permanent Resident Card</b></li> <li>- <b>ASPEN/HSD Verification (client must be listed as "Eligible Child")</b>  (EX. Refugees/other qualified aliens may receive services through HSD but also may have US Department of State Form)</li> <li>- <b>Numident (from Social Security Office)</b></li> <li>- <b>Refugee/Asylee letter from US Secretary of State or from Homeland Security</b></li> <li>- <b>Any document from the INS, DHS, or other authoritative document showing a child's immigration status that qualifies the child for assistance.</b></li> </ul>