



Child Care Resource Center

Verifications Needed When Applying:

- **Proof of Identification:** Driver's License, Passport, etc.
- **Proof of Residency:** Lease, Utility Bill, Voters Registration card with current address, Vehicle Registration with current address, etc. Please see list of acceptable proof.
- **Birth Certificate:** We will need the original for child(ren) in need of child care. We will make a copy & return the original to you.
- **Verification of Child Support received (IF Receiving)** Private or payments received through the BCSE.
- **Verification of Qualifying Activity:**
 - **Employment:** Must work at least 20 hours per week. We will need 30 days of your most recent paystubs **OR** in cases of new employment, a New Employment Verification form completed by your employer.
 - **Educational Activity:** Detailed School schedule and/or letter of enrollment. Must attend full time. If attending part time, must also work at least 15 hours per week.
 - **Self-Employment:** Special Conditions Apply. Please discuss with CCRC Case Manager regarding your Self-Employment Endeavor.
 - **Job Search:** Must request use of this. Can only be used once every 6 months.
 - **WV WORKS:** Referral from WV WORKS.
- **Verification of Other Income Received:** Social Security Benefits, Alimony, TANF, Retirement, etc.

Other verifications may be requested such as custody arrangements, separation and/or divorce, etc.

If all verifications are not submitted at the time of the application, you will be given 13 days to submit everything or your application will be denied, and you will be responsible for payment to the Daycare.

**Parents are only to use care while Working,
Job Searching or Attending school!!!**

Cap Limits as of October 2019

Number In Household	Gross Monthly Income
2	\$ 2,114.00
3	\$ 2,666.00
4	\$ 3,219.00
5	\$ 3,771.00
6	\$ 4,324.00
7	\$ 4,876.00
8	\$ 5,429.00
9	\$ 6,120.00
10	\$ 6,811.00

**Parents are responsible to report
all changes within 5 Days!!!**

Child Care Resource Center Offices, 8:30a – 4:30p, M-F

Hancock, Brooke, Ohio, Marshall Counties	Monongalia County	Marion County
<u>Wheeling CCRC</u> 2000 Main Street, Suite 100 Wheeling, WV 26003 304-232-1603 (Fax) 304-232-1604	<u>Morgantown CCRC</u> 20 Scott Avenue, Suite 302 Morgantown, WV 26508 304-292-7357 (Fax) 304-292-7402	<u>Fairmont CCRC</u> 320 Adams Street, Suite 106 Fairmont, WV 26554 304-366-3615 (Fax) 304-366-3018
<u>Tyler and Wetzel Counties - New Martinsville DHHR:</u> <u>1236 North Street, Route 2, New Martinsville WV, 25155</u>		