



Suffolk County Department of Social Services FCSA Child Care Bureau

Child Care Subsidy Application, Instructions & Forms List

IMPORTANT:

If you are receiving Temporary Assistance (i.e. Temporary Assistance for Needy Families (TANF) or Safety Net Family Assistance (SNFA), you do NOT need to complete a separate application for child care services. If you are participating in an approved work activity or school/vocational program, speak with your Department of Labor worker about your child care needs. If you are employed, contact the Child Care Unit at (631) 854-3349 to discuss your child care needs. EXCEPTION: If you are the child(ren)'s guardian and are receiving TANF or SNFA benefits as "Payee" on behalf of the child(ren), you need to complete an application if you need child care services.

If you are NOT receiving Temporary Assistance (Family Assistance or Safety Net Family Assistance) and believe you meet the program and financial criteria for a child care subsidy, you will need to complete an Application for Child Care Subsidy and additional forms depending on your reason for needing child care and your family circumstances. Review the "Purpose/Instructions" section of the Form List below to determine which additional forms you will need to complete and submit together with your application.

Note: All forms are in fillable - PDF format. You may print the forms then complete them manually OR you may complete the forms online, save them to your computer and then print, sign and mail the completed forms. The application, instructions and all forms are available in English and Spanish. Click on the Form # to open the form.

Form #	Form Name	Purpose / Instructions
OCFS-6025	Application for Child Care	To apply for child care, this application must be completed, signed and dated. See below for additional forms that must be completed and required documentation that must be submitted together with the application.
OCFS-6026 (Inst.)	Instructions for Completing Your Application for Child Care	Provides instructions for completing the application for Child Care assistance
Info.	Documentation Required for Child Care Eligibility	Lists the types of documentation you can submit as proof of identity, address, legal residence in U.S., income, etc.
CCB-6010-002	Verification of Residence	You are required to have your landlord or other professional person who knows you and your family complete this form verifying your residency and household composition.
CCB-6010-003	Absent Parent Information Form	Only complete this form <u>IF</u> the parent of any child in need of child care is NOT in the household. Fill out a separate section for EACH parent who is absent from the household. Attach additional pages if needed.
CCB-6010-004	Confidential Inquiry on Employment	Each parent who is <u>working</u> must have their employer complete this form (OR submit a written statement) verifying the days & hours usually worked and wages earned. If you are working more than one job, a separate form (or written statement) must be completed for each job. Twelve (12) weeks of pay stubs must also be submitted.
CCB-6010-005	Self-Employment Worksheet	Submit this form <u>IF</u> you are self-employed. You must also submit the required supporting documentation (see Page 2 of the Self-Employment Worksheet).
CCB-6010-006	School / Vocational Training Verification Form	IF your reason for needing child care is school or vocational training attendance, have the school/program complete this form documenting your attendance. NOTE: You must also be working at least 17.5 hours per week and earning at least minimum wage to qualify for a child care subsidy. EXCEPTION: Teen parents attending High School are NOT required to be employed.
CCB-6010-007	Child Care Provider Information Sheet	Use this form to identify the child(ren) in need of a child care subsidy, what days/hours child care is needed, and whether the child(ren) is(are) already in child care or you need to locate a child care provider for your child(ren).
CCB-6010-009	Client Responsibility Notice	You are required to read, sign and return this notice acknowledging your responsibility to immediately report to DSS any changes to your employment, income, housing, household composition, child care provider, etc.
CCB-6010-010	Medical Statement in Support of Special Needs Consideration & Definition of Child with Special Needs in Need of Child Care	<u>IF</u> a child in need of a child care subsidy has a diagnosed special need that adversely affects the child's ability to function normally, a qualified professional must complete this form. Refer to the "Definition of Child with Special Needs in Need of Child Care" that is attached to the form.
CCB-6010-016	Employer Statement Re: Employee Earning Paid in Cash	Must be completed by your employer if your earnings are paid in cash.

Mail your Child Care Application together with the required forms & documentation to:

**Suffolk County Department of Social Services
FCSA Child Care Eligibility Unit
P.O. Box 18100
Hauppauge, NY 11788-8900**

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HAUPPAUGE, NY 11788-8900

www.suffolkcountyny.gov/departments/socialservices
Child Care Unit Fax #: (631) 854-3331