



P.O. Drawer 4128  
 3991 E 29<sup>th</sup> St  
 Bryan, TX 77805  
 Phone: 979-595-2801 ext. 2105  
 Fax: 979-595-2810

**FOR YOUR INFORMATION ONLY- KEEP THESE 2 PAGES**

Maximum Gross Income Eligibility for Child Care Services – Effective October 1, 2016				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$ 793	\$1,585	\$1,717	\$ 3,435
3	\$ 979	\$1,958	\$2,121	\$ 4,243
4	\$1,166	\$2,331	\$2,525	\$ 5,051
5	\$1,352	\$2,704	\$2,930	\$ 5,859
6	\$1,539	\$3,077	\$3,334	\$ 6,667

- ✓ Customers must not exceed the family gross income limit from the table above. (Figures are effective October 01, 2016 through September 30, 2017)
- ✓ Customer s must reside within one of the following counties- Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington.
- ✓ Customers and all adults in the household must be working or attending school at least 25 hours a week and with the income guidelines to be eligible for services. \*Note that online courses and all college hours in excess of a Bachelor's degree are NOT counted toward eligibility.
- ✓ Children must be citizens of the United States and unless they have a disability, be under the age of 13 yrs.

**Documents required to establish eligibility for Childcare Services**

- ✓ Workforce Solutions Brazos Valley Childcare Services Application
- ✓ For additional accepted documentation please refer to the Childcare Services Application Checklist.
- ✓ You can submit all documents for childcare services by:

Email: [ccms@bvcog.org](mailto:ccms@bvcog.org)  
 In person at 3991 E. 29<sup>th</sup> St. Bryan, TX 77802  
 By mail: Childcare Services, PO Drawer 4129, Bryan TX 77805  
 OR- by visiting **ANY** Workforce Solutions Office in your county.

**BE SURE TO KEEP A COPY OF ALL SUBMITTED DOCUMENTS**

**CHOOSING A CHILDCARE PROVIDER**

- ✓ It is your responsibility to research and choose a childcare provider. We recommend you call each provider you are interested in to make sure they have availability for your child.
- ✓ Providers with an agreement with WFS Brazos Valley can be found at the WFS Brazos Valley Board website: [www.bvjobs.org](http://www.bvjobs.org)
- ✓ If you would like to use a relative of the child to provide childcare they must meet the following requirements:
  - The relative cannot live with the child.
  - The relative MUST be a grandparent, aunt, uncle, or sibling over the age of 18 and be a blood relative to the child.
  - The relative MUST be listed as a Childcare Provider in the State of Texas. (Apply online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) )

Thank you for completing and submitting a childcare application. We will determine if you qualify for Childcare Services and notify you by mail within 20 calendar days of all needed information being submitted.

*Childcare cannot accept forms altered with liquid paper or white out.*



# Eligibility Requirements for Child Care Services

P.O. Drawer 4128  
3991 E 29<sup>th</sup> St  
Bryan, TX 77805  
Phone: 979-595-2801 ext. 2105  
Fax: 979-595-2810

## Document Checklist for Child Care Eligibility

**BE SURE TO KEEP A PERSONAL COPY OF ALL SUBMITTED DOCUMENTS.**

**1) Identification Information – for all adults in household:**

- Photo ID of parent applying for Child Care Services (state issued photo ID)
- Current Utility bill to determine residence in Brazos Valley – OR –
- Driver's license with valid Brazos Valley address

**2) Documentation for Age & Citizenship – all children in household: (one of the following for each child)**

- Birth Certificate (U.S. or its possessions) – OR-
- U.S. Passport (must be current) -OR-
- Hospital or public health record (U.S. or its possessions) signed by physicians –OR-
- Church or Baptismal record (U.S. or its possessions)-OR-
- Medicaid Card, or other related public assistance records –OR-

**3a) Employment Income: (For all household members who are working)**

- Last 90 days consecutive paychecks showing gross income and hours worked for all working adults in household over age of 13
  - Weekly Pay: 13 ck stubs**
  - Biweekly Pay: 7 ck stubs**
  - Semi-Monthly Pay: 6 ck stubs**
  - Monthly Pay: 3 ck stub**

**-OR-**

- IF NEW JOB (less than 90 days) – Letter of employment on letterhead, dated and signed by Owner, Manager, or Supervisor stating – Date of hire, days working, hours working, pay rate, pay frequency, and copies of all checks received to date

**-OR-**

- IF NEW JOB (less than 90 days) – \*Employment Verification Form\*- must be filled out and signed by a supervisor or manager; need company name, and contact number needed for verification, and copies of all checks received to date

**-OR-**

- IF SELF EMPLOYED – The Self-Employment Form 4150 along with copies of business ledgers showing itemized self-employment income for the past 3 months and the previous year's federal tax return documentation.

**3b) Other Income**

- Documentation of other income including TANF, SNAP benefits, SSDI, Medicaid, or other related public assistance records.

**4a) Education: (For all parents who are pursuing a college degree)**

- Unofficial** transcript from college or University / New Students (freshman) – copy of award letter
- Current class schedule
- Financial aid documentation

**4b) Education: (For all parents who are pursuing GED or high school equivalency)**

- Letter from career center of RED class documenting days and hours attending, coursework, and expected day of completion

**5) Proof of Residency:**

- Acceptable forms of residency are: Current Utility Bill, Current Lease, ID with current address, auto insurance card, or Bank Statement.

**Submit your documents in a completed packet to:  
Any Workforce Solutions office in your county  
For office Locations visit [www.bvjobs.org](http://www.bvjobs.org)**

\*\* Comments or Questions in regards to Childcare Services? Need copies of documents YOU submitted to Childcare Services? Please contact us at:

**Phone: 979-595-2801**

**E-Mail: [ccms@bvco.org](mailto:ccms@bvco.org)**

Equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819