



Eligibility Requirements for Child Care Services

P.O. Drawer 4128
3991 E 29th 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, 2018				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$833	\$1,666	\$1,803.50	\$3,607
3	\$1,029	\$2,058	\$2,228	\$4,456
4	\$1,225	\$2,450	\$2,652.50	\$5,305
5	\$1,421	\$2,842	\$3,077	\$6,154
6	\$1,617	\$3,235	\$3,501.50	\$7,003
7	\$1,654	\$3,308	\$3,581	\$7,162

- ✓ Customers must not exceed the family gross income limit from the table above. (Figures are effective October 01, 2018 through September 30, 2019)
- ✓ Customers 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

In person at 3991 E. 29th 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.bvjjobs.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)

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.

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

3) 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.

4) Other Income

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

5) 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

6) Education: (For all parents who are pursuing GED or high school equivalency)

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

7) 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**

** 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@bvcoq.org