



## 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

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

Maximum Gross Income Eligibility For Child Care Services				
Effective October 1, 2020				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$913	\$1,826	\$1,977.00	\$3,954
3	\$1,128	\$2,256	\$2,442	\$4,884
4	\$1,343	\$2,685	\$2,907.00	\$5,814
5	\$1,558	\$3,115	\$3,372	\$6,744
6	\$1,773	\$3,545	\$3,837.50	\$7,675
7	\$1,813	\$3,625	\$3,925	\$7,849

- ✓ Customers must not exceed the family gross income limit from the table above; figures are effective October 01, 2020 through September 30, 2021.
- ✓ 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@bvcoq.org](mailto:ccms@bvcoq.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.*

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**Document Checklist for Child Care Eligibility**

The documents listed below are required to be submitted along with your completed application and eligibility forms.

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

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

Photo ID for all adults in the household (*Preferred*: state issued photo ID)

**2) Proof of Residency:**

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

**3) Separation of Household – for any individual living in the household that should be excluded from the family income:**

Household: Any individual living within the single dwelling/residence.

Family: Two or more individuals related by blood, marriage (including common law), or decree of court, who are living in a single residence including household dependents and parents of household dependents.

Acceptable forms of Separation of Household include: Notarized Statement or Current Tax Returns

**4) Documentation for Age & Citizenship – all children requiring child care: (one of the following for each child)**

Birth Certificate (U.S. or its possessions) – *Preferred*

Medicaid Card, or other related public assistance records

U.S. Passport (must be current)

Hospital or public health record (U.S. or its possessions) signed by physicians

**5) 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

**Weekly: 13 check stubs      Bi-Weekly: 7 check stubs**

**Semi-Monthly: 6 check stubs      Monthly: 3 check stubs**

**-OR-**

IF NEW JOB (less than 90 days) – Employment Wage Verification Form 4030 - filled out and signed by a supervisor or manager; company name and contact number required; copies of all checks received to date. If working for a child care provider, please provide a letter of employment signed by Owner or Director.

**-OR-**

IF SELF EMPLOYED – Completed Self-Employment Form 4150 along with documentation identified within the form.

**6) Other Income:**

Documentation of other income including but not limited to: SSDI, rental income, direct sales income, etc.

**7) Education: (For parents pursuing a college degree)**

**Unofficial** transcript from college or University / New Students (freshman) acceptance letter

Current class schedule

**8) Education: (For parents attending high school, pursuing a high school equivalency HSE, or are in a training program)**

Enrollment Verification Form 4060 Letter – must be filled out and signed by an administrator

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