



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 1,2023				
Family Size	Weekly	Bi-Weekly	Bi-Monthly	Monthly
2	\$1,051	\$2,102	\$2,275	\$4,550
3	\$1,298	\$2,596	\$2,811	\$5,621
4	\$1,545	\$3,091	\$3,646	\$6,691
5	\$1,793	\$3,585	\$3,881	\$7,762
6	\$2,040	\$4,080	\$4,417	\$8,833
7	\$2,086	\$4,172	\$4,517	\$9,033

- ✓ Customers must not exceed the family gross income limit from the table above. (Figures are effective October 01, 2023 through September 30, 2024)
- ✓ 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

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, Public Assistance Record, Current Pay stub with the address listed

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.bvjobs.org**

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

Phone: 979-595-2801 Ext 2105

E-Mail: ccms@bvcoq.org

A proud partner of the American Job Center network.

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Deaf, hard-of-hearing and speech impaired customers may contact: [Relay Texas](http://RelayTexas.com): (800) 735-2989 (TTY) or 711 (Voice).