

## Child Care Application Check List

Tip: Please complete and return ALL required forms and documentation to reduce processing time.  
**Note: 80% of applications received are incomplete and cannot be processed due to the lack of all required documentation being provided.**

### Please read every form and sign the forms requiring a signature:

- Child Care Assistance Application (pages 1-5) Signature required on Page 5
- Customer Awareness Form (page 6) Signature Required
- Attendance Card Agreement (page 7) Signature Required
- Child Care Provider Choice (page 8)
- Orientation to Complaint Procedures (page 9) Signature Required

### Required Documentation, additional to required Forms

- State Issued ID (Photo Copy of ALL Adults Applying for Services)  
Note: if you are a teen parent your school ID will be acceptable.
- Employment/Income Verification (See Acceptable Documentation) (page 10)
- Self- Employment Verification (if applicable)  
(Provide proof of business, income and expenses) (page 10A)  
*Please go to [www.dfwjobs.com](http://www.dfwjobs.com)-->Child Care →Parents →Parent Resources →Forms to print form, if applicable.*
- Education/Training Verification (See Acceptable Documentation) (page 10)
- Birth Certificates for all children who need child care (See Verification of Child's Citizenship and Age) *Note: Birth Facts Document is NOT acceptable.*

Once you have completed your application you can email to: [childcare@dfwjobs.com](mailto:childcare@dfwjobs.com) or fax it to the following: 940-387-0154