

Child Care Assistance

Acceptable Documents for Verification

Verification Type	Acceptable Documentation or Information (examples)
Verification of Birth	-birth certificate -hospital records -birth center records
Countable Earned Income	-paystubs -employer statement/verification of work form -client statement, if earning wages from various odd jobs /day labor -contract/work agreement -payroll history -income tax return with transcripts -profit and loss (must be verified by a bookkeeper or accountant)
Countable Unearned Income	-benefit award letter (i.e. – social security, veteran administration (VA)) -letter or document from agency making payment -court records or other legal documents -statement from tribal agency -bank or other financial statement -divorce or separation decree -trust documents -workers' compensation documents -rental income information
Qualifying Activity	-proof of TANF participation (Ex. WPA) -school schedule -statement from educational institution -work schedule -paystubs -employer statement -client statement -contract/work agreement -proof of new business registration with State
Documentation of Incapacity	-Statement or letter from Medical Professional on letterhead/stationary -Statement/Record/Letter from a federal government agency that issues or provides disability benefits -Statement/Records/Letters from a state vocational rehabilitation agency counselor -Records/ Letters from a treatment facility/counselor -Certification from a private vocational rehabilitation or other counselor that issues or provides disability benefits.
Custody	-court order -sworn statement -attorney records
Dependency	- Court order - Notarized Statement - Divorce Papers - Durable Power Attorney - Guardianship Documentation - Federal Tax documents verifying person is claimed as a dependent - Written Statement with supervisor's approval

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NM Residency	-lease/rental agreement -utility bill -mortgage receipt -written statement from person you are residing with -Current NM driver's license -statement from landlord -other records that provide a name and address
ECECD approved provider	Tell ECECD the provider you choose. Select provider from www.newmexicokids.org , or call New Mexico Kids Resource & Referral at 1-800-691-9067.
Identification for Parent / Guardian	-current or expired government issued photo I.D. / Passport -school photo I.D. -government issued immigration document with photo -employer I.D. with photo
Age of Child	-government issued photo I.D. -birth certificate / hospital certificate of birth -religious records -school records -certificate of Indian blood -paternity papers -Numident (social security application)
Relationship of Child to Parent/Guardian	-birth certificate -court order, or other legal records -family Bible or baptismal record -adoption records -marriage license/certificate -hospital or public health record -certificate of Indian blood -Department of Vital Statistics record
Citizenship/ Immigration Verification	- US Birth Certificate - Military ID - Passport - Naturalization Certificate - Permanent Resident Card - ASPEN/HSD Verification (client must be listed as "Eligible Child") (EX. Refugees/other qualified aliens may receive services through HSD but also may have US Department of State Form) - Numident (from Social Security Office) - Refugee/Asylee letter from US Secretary of State or from Homeland Security - Any document from the INS, DHS, or other authoritative document showing a child's immigration status that qualifies the child for assistance.