



CHILD CARE AND PARENT SERVICES (CAPS)

VERIFICATION CHECKLIST

Childs Name

Childs Date of Birth

Parents Name

Provider ID #

Eligibility Required Documents (Please check all items submitted with package below)

Citizenship Verification	Residency Verification	Activity Verification	Income Verification
<ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Citizenship (Forms N-560) <input type="checkbox"/> Naturalization Certificate (N-550) <input type="checkbox"/> Vital records (document information viewed on case activity log in SPMs) <input type="checkbox"/> Report of Birth from Abroad of a U.S. Citizen (Form FS-240, FS-545, DS 1350) <input type="checkbox"/> U.S. Citizen I.D. card (I-97) <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Consoler's report of birth <input type="checkbox"/> American Indian Card (first issued by USCIS in 1983) 	<ul style="list-style-type: none"> <input type="checkbox"/> Current Georgia issued Driver License/I.D. Card <input type="checkbox"/> Current lease/mortgage statement <input type="checkbox"/> Statement from landlord or person with whom applicant resides <input type="checkbox"/> Utility bill within the last three months (gas, electric, water, land-line telephone) <input type="checkbox"/> Current paycheck stub issued within the last 60 days listing address <input type="checkbox"/> Documentation of verification of residency via SUCCESS <input type="checkbox"/> Children's school records within current school year <input type="checkbox"/> ID for health benefits <input type="checkbox"/> Voter registration card <input type="checkbox"/> Work or school ID 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay stubs for the most recent four weeks of earnings <input type="checkbox"/> Personal income ledger or tablet of the most recent four weeks of earnings and hours worked (e.g., self-employment) <input type="checkbox"/> Letter/statement from employer (only with new employment < 4 weeks) <input type="checkbox"/> Vocational Training Schedule 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay stubs for the most recent four weeks of earnings <input type="checkbox"/> W-2 Forms <input type="checkbox"/> Employer's wage records <input type="checkbox"/> Personal income ledger or tablet of the most recent four weeks of earnings (e.g., self-employment) <input type="checkbox"/> Letter/statement from employer (new employment < 4 weeks only) - Letter/statement must be on employer letterhead and include contact information for employer, expected/current hire date, number of hours employee is scheduled/works, and hourly rate of pay and/or gross salary). <input type="checkbox"/> Quarterly income tax payments receipts to the IRS <input type="checkbox"/> Annual income tax returns when presented in the January – March quarter <input type="checkbox"/> Form 809 or itemized statement completed by the employer (new employment only)