

**Required Information for an Enrollment Appointment with
Infant/Child Enrichment Services (ICES)**



Parent Name: _____ **Date:** _____

Please submit documentation of the following checked items to obtain your enrollment appointment for the subsidized child care program. **REMINDER: Any care used before the completion of an enrollment appointment with an ICES caseworker is your responsibility and cannot be covered by ICES.**

To verify your need for subsidized child care services:

- Employment Verification (enclosed)
- Self-Employment Declaration (enclosed) In addition, please bring one or more of the following: business license, business card, appointment log, job log, client receipts, list of clients with contact information
- Training Verification (enclosed)
- Computer print-out of School Schedule & Education Plan
- Statement of Parental Incapacity (enclosed)
- Job Search Declaration (enclosed)
- Other: _____

To verify your income eligibility for child care services:

- Payroll stubs (one month most recent):
 - paid weekly = 4 stubs
 - paid biweekly = 2 stubs
 - twice monthly = 2 stubs
 - paid monthly = 1 stub
 - varied work schedule/income = 3 months of stubs
- Self-Employment income (profit and loss statement with pay stubs/receipts for 3 months)
- Child Support (court order, 12-month print-out from Child Support Services, or signed declaration of personal agreement)
- Spousal Support
- Unemployment/Disability
- SSI/SSP
- School financial aid
- Other: _____

To verify your family composition:

- Birth Certificate for each child
- Immunization Record for each child, unless school age
- Custody arrangement documentation
- Other: _____

Other information needed: _____

If you are having difficulty obtaining any of these documents, please notify our office as soon as possible. Tuolumne County: 533-0377 Mariposa County: 966-4474