

Applying for the New Jersey Cares for Kid (NJCK) Child Care Subsidy Program
CHECKLIST (Include All That Apply to Applicant/Co-Applicant)

☐ **Working (all jobs must be reported)**

Submit all of your most recent pay stubs covering four weeks of pay (i.e., if you get paid biweekly, you must submit your two most recent pay stubs). In order to be considered full-time, each stub must show a minimum of 30 hours/week, 60 hours biweekly, or 65 hours for semi-monthly pay periods. If your paystubs do not show your hours, please attach a letter from your employer on company letterhead indicating the number of hours worked per pay period, as well as the number of months worked per year, your hourly rate, and annual salary.

☐ **Self-Employed**

If you or your co-applicant are self-employed, please submit your current IRS Federal Income Tax Return and Transcript, including the *IRS Form 1040 Schedule C*, reflecting the Profit or Loss from the business. Please note that once we receive your documents, we must analyze and calculate to see if you meet the DHS/DFD income eligibility requirements. Transcript requests should go to <https://www.irs.gov/individuals/get-transcript>

☐ **Attending College**

If you or your co-applicant attends college, you must submit your current official college/university schedule that includes your name, the current semester, total credits (12 credits minimum for Fall/Spring semester and 9 credits for Summer to be considered full-time). If you have already registered for the upcoming semester, please submit that schedule. ***Please note that there is a maximum number of online courses that are acceptable to meet the minimum number of credits.***

☐ **Attending a Training Program**

If you or your co-applicant attend a training program, you must submit a letter on official school letterhead stating the name of the program, the start/end date of classes, and the total hours you attend each week (at least 20 hours to be considered full-time).

PART B OF APPLICATION

All income must be disclosed. Enter the amounts of all additional income you receive in the box under the frequency; DO NOT leave any blanks. If you do not receive any income in a certain category, enter "0" in that box. This includes unemployment, child support, alimony, social security, or pension.

☐ **Unearned Income**

Social Security/Pension/Cash Assistance: Please attach a copy of a stub or annual award/benefit letter.

Unemployment: Please attach a copy of your unemployment earnings statement.

*****All documentation must include the amount and frequency*****

☐ **Child Support**

If you receive child support, please submit a copy of the original court order listing you as the custodial parent, the child connected to the case, and the amount and frequency of payments. Please print the most recent full six months of disbursements for each child, which can be found on www.NJChildSupport.org. If you are **unable to find the original court order**, please log onto the *NJ Child Support* website, and print out the *Dependents* page, *Obligation & Arrears* page, and the disbursements as described above. **Have multiple cases?** Print out the *Case List* page as well; this will show all open and closed cases.

*****If you do not have a child support order but have an informal agreement with the non-custodial parent and receive cash, a letter must be submitted stating the amount you receive and the frequency at which you receive it from the non-custodial parent.*****