

## How to Apply for Child Care Services

In order to be eligible for services both parents in the home must either be working, going to school or in an approved WV Works activity.

- If working, you must work at least 20 hours per week.
- If attending school, you must take a full-time load.
- If working and attending school, these activities may be able to be combined to meet the guideline.
- If a WV Works participant, you must have a qualifying Works activity at least 20 hours per week or to the maximum extent assigned by the WV Works worker.

The family must apply in person and bring verification of any of the following that they received for themselves or their children.

### Verification Needed:

- Pay stubs/Employment Verification (See A below)
- School Schedule (printout from school clearly showing client's name, days and times of classes)
- Child Support
- Social Security or SSI (either an award letter or copy of check)
- WV Works Award Statement
- Proof of Identity (See B below)
- Proof of residency (See C below)
- Verification of any other source of income
- Verification of WV Works Activity
- Verification of Citizenship for all children in care (birth certificate with an official state seal)

**(A)** You must submit your most recent pay stubs (not more than 45 days old). If you are paid every week, bring your last four pay stubs. If you are paid every other week or twice a month, bring your last two stubs. If you have not received one month's pay, you must have your employer complete a *New Employment Verification Form*.

**(B)** Verification of identity can be a West Virginia driver's license, permit, or ID card (with photograph; expired less than 6 months), valid US Military ID card, a valid US Military Retiree Card or Uniform Service Identification Privilege Card (DD 1173) with current photograph, a valid US passport with current photograph, valid Certificate of Naturalization with photograph.

**(C)** Verification of residence can be a residential rental/lease agreement for current physical WV address, recent utility bill clearly showing the service address (not more than 45 days old), WV Voter's Registration card with current physical WV address, WV driver's license issued after July 2003 showing current physical address (unexpired), WV Weapons Permit with current physical (unexpired), recent W-2 form with current physical WV address (not more than 18 months old), and if under the age of 18, a WV School Enrollment Form with current physical WV address.



## Link Child Care Resource & Referral



### Link CCR&R Main Office:

611 Seventh Avenue, Suite 100

Huntington WV 25701

(304) 523-9540

(800) 894-9540

(304) 697-4821 fax

[www.linkccrr.org](http://www.linkccrr.org)

[www.rvcds.org](http://www.rvcds.org)



### Logan Office:

19 Circle Drive

Logan WV 25601

(304) 752-3932

(304) 752-2897 fax

**Call (800) 894-9540 if you need directions to the office**

*Link serves Boone, Cabell, Lincoln, Logan, Mason, Mingo, Putnam and Wayne Counties*

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