

Quality Rated Subsidy Grant Eligibility Packet Checklist

The following checklist is designed to ensure that all required documentation is provided. This checklist must be included in each child's file.

Do You Have Everything?

- Quality Rated Subsidy Grant Application
- Verification of Identity
- Verification of Social Security Number (if the number was provided on the Application)
- Verification of Residency
- Verification of Child's Age and Citizenship
- Verification of State-Approved Activity (as applicable)
 - Check stubs for most recent 4 weeks showing # of hours worked
 - Statement from employer
 - Enrollment notice from school/vocational training registrar
- Verification of Income
 - Verification of Earned Income (most recent 4 weeks of check stubs or statement from employer)
 - Verification of Unearned Income (if applicable)
 - Income Eligibility Worksheet
- Quality Rated Subsidy Grant Enrollment Notification Form
- Quality Rated Subsidy Grant Orientation Completion Notice

Child's Name: _____

Parent(s) Name: _____

Child Care Program License Number: _____

Child Care Program Name: _____

QRSG Program Admin: _____