

Agreement Center Checklist

Child's Name: _____

Parent/ Guardian's Name _____

Items	Were all items received? Y/ N. If N, please list the missing items	Date Completed
Parent/ Guardian Legal Identification. Must have one of the following: <ul style="list-style-type: none"> • Driver's License or State ID • Passport • Military, School, or Work ID 		
Children's Proof of Birth. Must have either of the following: <ul style="list-style-type: none"> • Birth Certificate or hospital issued certificate • ICES screen • Paternity documentation w/ SSN Card • Court Record of adoption or foster placement letter • Passport • Permanent Residency Card • Medicaid Card w/ DOB • Immunization Record w/ SSN Card or • School records w/ SSN Card or State ID 		
For Foster Parents. Must have the following completed: <ul style="list-style-type: none"> • The information above • Foster License w/ correct address • Placement Letter within the last 30 days from DCS case manager with child's information or State Form 3319 		
Employment Status <ul style="list-style-type: none"> • 2 current pay stub if paid bi-weekly or 4 current pay stubs if paid weekly • Pay stubs must include: Parent/ Guardian Name, work hours/ hourly rate • Paid by personal checks: back and front copies of check that have been cashed by bank or other financial institution w/in the last 30 days by employer • Cancelled checks: Must have employer's name imprinted on upper left hand corner • Applicant/ co applicant: name on the pay to order line, current date on date line, amount paid/ wage history printed through employer within the last 30 days, or State form 54092 		
If self employed you must have the following: <ul style="list-style-type: none"> • Completed self- employment form • Record of income for the previous calendar month • IRS tax transcript for previous filing year if applicable 		
Starting Employment you must have the following: <ul style="list-style-type: none"> • Company letterhead including: EIN • Company business card starting date • Anticipated work hours per week 		
If you are in school, the following is needed: <ul style="list-style-type: none"> • Proof of accredited intuition • School documentation: Student name, school name, credit hours taken or hour of participation, semester begin date 		
TANF Impact/ DCS: Completed referral from Maximus		
If CPS Case please complete the following: <ul style="list-style-type: none"> • Written and signed letter from CPS Case Manager within the last 30 days • Letter must have that the children are living with bio-parent, care is needed outside of home, the hours of care need 		
Proof of Residency: Documents with proof within the last 30 days		
Verification of all other sources of income within the last 30 days (if applicable): <ul style="list-style-type: none"> • Social Security (Must be date in current year) • Unemployment: (Must have same date of appointment with signature) • TANF- (Within the last 12 months) 		
CCDF Provider Form Completed		
If child support is received complete form. If no child support put "0" by each child's name and sign and date		