Required documents for MyCity

Sound Dale

For

ECE

***Child Care Application or Voucher***

**NEW YORK CITY RESIDENCY**

* IDNYC
* Utility Bill
* Section 8 Award Letter
* Driver’s License
* Rent Receipt
* NYCHA Certificate
* CFWB-067 Residency Attestation

**CITIZENSHIP OR IMMIGRATION STATUS**

* US Birth Certificate
* Alien Registration Card including Permanent Resident or Green Card
* Passport
* FS-240 (Report of Birth Abroad of a U.S. Citizen)
* Naturalization Certificate

**CHILD’S RELATIONSHIP TO PARENT/APPLICANT**

* Birth Certificate
* Adoption Record
* Baptismal Record
* Passport with parent’s Signature
* Court Order for Legal Guardian with Financial Responsibility
* Letter of Guardianship
* Other – CFWB-058 Caretaker Attestation

**AGE**

* Birth Certificate
* Adoption Record
* Baptismal Record
* Alien Registration Card
* Passport
* Official hospital documentation pf the child’s birth

**DOCUMENTATION - INCOME AND REASON FOR CARE**

| **HOW OFTEN DO YOU GET PAID?** | **HOW MUCH ARE YOU PAID?** | |
| --- | --- | --- |
| **ALWAYS THE SAME AMOUNT** | **DIFFERENT AMOUNTS EACH TIME** |
| **Weekly (Every Week)** | **4 most recent, consecutive pay stubs** | **12 most recent, consecutive pay stubs** |
| **Bi-Weekly (Every Two Weeks)** | **2 most recent, consecutive pay stubs** | **6 most recent, consecutive pay stubs** |
| **Semi-Monthly (Two Times Per Month)** | **2 most recent, consecutive pay stubs** | **6 most recent, consecutive pay stubs** |
| **Monthly (One Time Per Month)** | **3 most recent, consecutive pay stubs** | **3 most recent, consecutive pay stubs** |

***CFWB-015 - Referral to Employer for Employee Income Information Paystub***

Required documents for enrollment

***3-K and Pre-K***

**Acceptable documents for address verification**

* Current Lease agreement
* Non Expired New York City ID
* Recent Con Edison Bill
* Recent Optimum Bill
* Recent Paystub
* Last Year W-2
* Last Year Tax Return
* HRA Document
* Letter from primary tenant - If family lives with someone else.

**Other documents for enrollment**

* Physical and Immunization
* Dental
* Birth Certificate
* Placement Notice
* 2 photos 2X2

