

## DOCUMENTATION FOR INCOME ELIGIBILITY

### **All families must provide the following documentation:**

*Be advised that additional documentation may be required depending on your situation.*

1. *Proof of Citizenship and/or Immigration Status for each child needing a voucher:* Birth certificate showing birth in the US or its territories; US Passport; or report of birth abroad to a US citizen.
2. *Proof of relationship to child(ren):* Birth certificates or hospital birth records for ALL children in the family (even if they aren't on the voucher); and/or court records proving custody/guardianship
3. *Proof of Address:* Examples include utility bill dated within 45 days of your appointment; rental lease agreement; home ownership documentation; current vehicle registration; W-2 or other tax forms depending on date of submission.
4. *Proof of identity:* An original, unexpired photo ID.
  - Drivers license, permit or state ID card with photo;
  - US military ID, Retiree, or Uniform Service Identification Privilege card with photo;
  - Passport; or school ID with photo
  - Certificate of US Citizenship or Naturalization with photo
  - **If 2 parents reside in a household, proof of identity for both parents is required.**
5. *Proof of income:*
  - Employed parents must provide the most recent month's worth of consecutive pay stubs (2 if paid bi-weekly, 4 if paid weekly) or if newly hired, please request a *Verification of Employment* form.
  - **If 2 parents reside in a household, both parents' income is required.**
  - Documentation of any/all other sources of income is required including but not limited to: *SSI benefits; child support paid or received; rental income; unemployment and/or workman's comp benefits; pension and/or retirement benefits.*

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### **Other Required Documentation**

1. For families with a **parent or child with a documented special need**, you must request and have completed a *Verification of Special Needs* form.
2. For families whose activity is **full/part time education or training**, you must provide a written statement from the administration of the college/university program (Office of Registrar), specifically noting dates of enrollment and the number of credits for which you are enrolled. Training programs may only be approved if included on the Executive Office of Labor and Workforce Development's (EOLWD) MassHire Eligible Training Provider List.
3. If you are **self-employed or a sub-contractor**, you will need the following documentation:
  - Self-employment forms (provided by CCCB) with all business expense receipts attached;
  - Employment Verification Form (provided by CCCB)
  - A copy of most recent federal tax return, including all schedules and the 4508-T transcript, go to <https://www.irs.gov/individuals/get-transcript>.