

# Required Documentation to Obtain a Voucher

Please be sure to bring this documentation with you to your appointment.

Updated: 07/15/2015

## **Families receiving a cash grant from DTA:**

- Child Care Authorization from your DTA worker
- If you are in school, copy of your class schedule or letter from school detailing days/hours
- Picture ID for parents in household
- Not required but helpful: social security cards for all family members and birth certificates for children

## **Families whose cash grant has closed within past year:**

- Child Care Authorization called a 2A from your DTA worker (each parent must be working a minimum of 20 hours to qualify for a voucher)
- 4 of the last 6 paystubs if paid weekly; 2 of last 4 paystubs if paid bi-weekly of all working parents in the household
- If this is a new job an Employment Verification Form (Work Packet) needs to be completed by both you and your employer
- School schedule if enrolled in school (in addition to or instead of work)
- School enrollment letter from the registrar (if attending college or university)
- Proof of your address in the form of a utility bill in your name (If you are unable to provide this information please contact our office before your appointment for other verification that can be used)
- Verification of all other household income (child support, social security, etc)
- Verification of all family members (birth certificates and social security cards for all family members)
- Picture ID

## **Families who have received a cash grant over one year ago or through the Income Eligible Waitlist:**

- Available Slot Letter
- Verification of service need or School schedule if enrolled in school or
- Letter from your employer of work schedule stating days and hours in addition to paystubs (4 of the last 6 paystubs if paid weekly; 2 of last 4 paystubs if paid bi-weekly of all working parents in the household) or
- If this is a new job an [Employment Verification Form \(Click to download\)](#) needs to be completed by both you and your employer or
- If a parent has special needs, a [Disability/Special Need for Parent/Guardian form \(click to download\)](#) filled out by a licensed professional or
- If a child has special needs, a [Disability/Special Need for Children form \(click to download\)](#) filled out by a licensed professional
- Proof of your address in the form of a utility bill in your name (If you are unable to provide this information please contact our office before your appointment for other verification that can be used)
- Verification of all other household income (child support, social security, etc)
- Verification of all family members (birth certificates and social security cards for all family members)
- Picture ID

You will need to be sure to have child care arranged with a Licensed Provider who accepts voucher payments. If you need assistance in locating child care in your area, please refer to the Information and Referral Parent Guide. If there are any questions regarding the required documentation please contact either the Worcester or Fitchburg office for help.