

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD CARE ELIGIBILITY RE-DETERMINATION COMING DUE

NOTICE DATE:	EFFECTIVE DATE	NAME AND ADDRESS OF AGENCY/CENTER OR DISTRICT OFFICE
CASE NUMBER	CIN NUMBER	
CASE NAME (And C/O Name if Present) AND ADDRESS		GENERAL TELEPHONE NO. FOR QUESTIONS OR HELP
		OR Agency Conference _____
		Fair Hearing information and assistance _____
		Record Access _____
		Legal Assistance Information _____

OFFICE NO.	UNIT NO.	WORKER NO.	UNIT OR WORKER NAME	WORKER TELEPHONE NO.
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In order for your child care assistance to continue, the Local Social Services District must re-determine your continued eligibility for child care assistance. Please complete and return the enclosed application along with all the required documentation indicated below by _____. If you fail to complete the application and submit the required documentation by the above date, you will no longer be receiving child care benefits beginning on _____. If this happens, you will receive the Notice of Intent to Discontinue Child Care Benefits that will advise you again when your child care will be discontinued and what appeal rights you have to challenge this action.

We are required to re-determine your eligibility for child care assistance per 18 NYCRR 404.1(d)(2). You must submit the following documentation so that your eligibility for child care assistance can be determined.

• **LDSS-2921 Common Application or Local Child Care Application**

The application must be completed, signed and returned to your Social Services District.

• **Verification of Earned Income of Household Members**

If you receive child care assistance because you are working:

- You must provide copies of the last 8 weeks of pay stubs, if the amount you are paid is roughly the same from paycheck to paycheck; or, if your income often notably changes from paycheck to paycheck, you must provide the last 6 months of pay stubs. If you have questions about how many pay stubs you must submit, please contact your worker at the number listed above for help.

If you are self-employed:

- You must provide business records, tax records, or records and related materials concerning self-employment earnings and expenses.

If you or any other household member receives money from the following, you must provide proof of income.

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| <ul style="list-style-type: none"> • Social Security • Pensions/Annuities • Alimony • Other Income | <ul style="list-style-type: none"> • Dividends, Interest Income • Unemployment Compensation • Child Support | <ul style="list-style-type: none"> • Public Assistance • Worker's Compensation • Veterans Pensions |
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If you receive child care assistance because you are participating in an Education/Training program you must provide:

- A copy of your last report card or transcript, and
- Documentation of the educational/training program you are attending

• **Verification of Residency**

- A statement from your landlord verifying your residency or
- A copy of current rent receipt, lease, or mortgage statement

• **Other:** _____

If you cannot obtain these items by the above date or have questions, please call your case worker at your Local Social Services District at the number listed above for assistance.

Additional Comments: _____
