

**State of Michigan  
Child Development and Care (CDC) Program Application**

**ACCEPTABLE PROOFS (For Information Only):**

You have applied for Child Development and Care (CDC) benefits, and the Department of Health and Human Services (MDHHS) must verify some of the information on your application. It will help the application process if you include the required proofs requested with the CDC application. Please review the acceptable forms of proofs for each type of information (identify, residency, etc.). MDHHS may request additional information from you during the application process or send you additional forms to complete.

Completed?	Application Section	Acceptable Forms of Proof	Additional Notes
<input type="checkbox"/>	<b>Section 1 and 2: Identity</b>	<p><b>One of the following proofs:</b></p> <ul style="list-style-type: none"> <li>▪ Current, valid driver's license with a photograph of the individual</li> <li>▪ Federal, state, or local government issued identification card with the same information included on a driver's license</li> <li>▪ School-issued identification with photograph</li> <li>▪ U.S. military card or draft record.</li> <li>▪ Benefit award letter or other document indicating an individual's receipt of benefits under a program that requires verification of identity (for example, SSI, RSDI)</li> <li>▪ A U.S. passport</li> <li>▪ A Certification of Naturalization (Department of Homeland Security, (MDHHS) Forms N-550 or N-570)</li> <li>▪ A Certificate of U.S. Citizenship (MDHHS Forms N-560 or N-561).</li> <li>▪ Military dependent's identification card</li> <li>▪ Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document</li> <li>▪ U.S. Coast Guard Merchant Mariner card</li> <li>▪ School records, such as report cards, are acceptable for children age 16-18</li> </ul> <p><b>-AND-</b></p>	<p>Disabled individuals in residential care facilities may have their identity attested to by the facility director or administrator when the individual does not have or cannot get any document from the preceding list. The affidavit is signed under penalty of perjury but does not need to be notarized.</p>

**FOR INFORMATION ONLY**  
 For more information and requirements, see the CDC program handbook at  
<http://www.michigan.gov/childcare>

Completed?	Application Section	Acceptable Forms of Proof	Additional Notes
		<p><b>Three or more of the following documents if you submitted second or third tier proof of U.S. citizenship:</b></p> <ul style="list-style-type: none"> <li>▪ Marriage licenses</li> <li>▪ Divorce decrees</li> <li>▪ High school diplomas</li> <li>▪ College degrees</li> <li>▪ Employer ID cards</li> </ul>	
<input type="checkbox"/>	<p><b>Section 1 and 2: Address/Residence</b></p>	<p><b>One of the following proofs:</b></p> <ul style="list-style-type: none"> <li>▪ Driver's license</li> <li>▪ Other ID which provides a name and address</li> <li>▪ Mortgage or rent receipt</li> <li>▪ Rental or lease agreement</li> <li>▪ Utility bill</li> <li>▪ Collateral contact with a person who knows the individual's living arrangement</li> </ul>	
<input type="checkbox"/>	<p><b>Section 1: Family Preservation</b></p>	<ul style="list-style-type: none"> <li>▪ <b><i>Not required to submit with application.</i></b></li> </ul>	<p>You will receive a form in the mail titled "Child Care Family Preservation Need Verification" to complete after you submit your application. You must work with the child's clinician or specialist to complete this form.</p>
<input type="checkbox"/>	<p><b>Section 1: Approved Activity</b></p>	<p>Submit all of the following proofs if you are applying for CDC benefits <b>to cover an approved activity:</b></p> <ul style="list-style-type: none"> <li>▪ Name and location of the activity assignment</li> <li>▪ Begin and end date of the approved activity plan</li> <li>▪ The schedule for the assignment or printed class schedule</li> </ul>	
<input type="checkbox"/>	<p><b>Section 1: Education</b></p>	<p>Submit all of the following proofs if you are applying for CDC benefits <b>to cover education activities:</b></p> <ul style="list-style-type: none"> <li>▪ Copy of Class Schedule</li> </ul>	<p>You may receive a form in the mail titled "Child Care Education Verification" to complete after you submit your application.</p>
<input type="checkbox"/>	<p><b>Section 4: Income and Employment</b></p>	<p>Submit all of the following proofs if you are applying for CDC benefits <b>to cover employment activities:</b></p> <ul style="list-style-type: none"> <li>▪ Copy of work schedule indicating the number of hours worked</li> <li>▪ Copies of pay stubs indicating total number of hours worked</li> </ul>	<p>You may receive a form in the mail titled "Verification of Employment" after you submit your application. You must work with your employer to complete the form.</p>

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