



### **Determination of Eligibility Documentation for CAPS**

The following information is required for the CAPS Application. I like to upload as much of this info as possible at the time the application is submitted.

- \_\_\_1. State Picture I.D.
- \_\_\_2. Copy of all Children's Birth Certificates
- \_\_\_3. Pay stubs from employment (Min. of 4 weeks income for all family members over 18yo)
- \_\_\_4. Proof of Citizenship  
Birth certificates/social security cards
- \_\_\_5. Immunization record for all children
- \_\_\_6. Proof of unearned income (child support, SSI, Unemployment )
- \_\_\_7. Proof of Residency - ID, Lease, Wage stubs with residence
- \_\_\_8. Rates sheet from daycare you choose

Once the above items are collected. We will make an appointment to scan the documents into the computer and submit online with the CAPS application.

Please call for the appoint between 8:00 and 12:00, Monday through Friday.

Laura Sumner, LCSW  
770-535-0786