



Check List Required Documents

Hawaii Early Learning Partnerships for Child Care Program (HELP)

VERIFICATION OF:	DOCUMENTATION REQUIRED WITH COMPLETED FULL APPLICATION
<input type="checkbox"/> Picture I.D State, License or Military	Driver's License, State I.D. or Military I.D. of Applicant and Co-Applicant
<input type="checkbox"/> Child's Birth date & Birth Parent(s) name(s)	Child's birth certificate.
<input type="checkbox"/> Hawaiian Ancestry	<ol style="list-style-type: none"> 1. If birth parent is an adult (18 years or older) then birth parent's birth certificate verifying parent's Hawaiian ancestry <u>OR</u> 2. If birth parent is a minor (under 18 years old) then birth certificate of birth parent and birth certificate of his/her birth parent which states Hawaiian ancestry Hawaiian ancestry <u>OR</u> 3. If birth parent's birth certificate does not verify parent's Hawaiian ancestry then birth certificate of birth parent and birth certificate of his/her birth parent which states Hawaiian ancestry <u>OR</u> 4. If birth certificates of birth parent and birth parent's parent do not verify parent's Hawaiian ancestry then applicant parent <u>must</u> contact HELP Program for further instructions. 5. Ho'oulu Hawaiian Data Center Certification of each applicant child's Hawaiian ancestry <u>OR</u> 6. Ho'oulu Hawaiian Data Center Certification of birth parent's Hawaiian ancestry <u>OR</u> 7. Office of Hawaiian Affairs Registry Card <u>OR</u> 8. Official document declaring child's or birth parent's Hawaiian ancestry
<input type="checkbox"/> American Indian (including Alaska Native) Ancestry	<ol style="list-style-type: none"> 1. If birth parent is an adult (18 years or older) then birth parent's birth certificate verifying parent's American Indian ancestry with name of Tribe <u>OR</u> 2. If birth parent is a minor (under 18 years old) then birth certificate of birth parent and birth certificate of his/her birth parent which states American Indian ancestry with name of Tribe <u>OR</u> 3. If birth parent's birth certificate does not verify parent's American Indian ancestry then birth certificate of birth parent and birth certificate of his/her birth parent which states American Indian ancestry with name of Tribe <u>OR</u> 4. If birth certificates of birth parent and birth parent's parent do not verify parent's American Indian ancestry then applicant parent <u>must</u> contact HELP Program for further instructions. 5. Certificate of Indian Blood of the applicant or co-applicant child's American Indian ancestry <u>OR</u> 6. Official document declaring child's or birth parent's American Indian ancestry with name of Tribe
<input type="checkbox"/> Special Needs <input type="checkbox"/> Not Applicable	If the applicant child(ren) has a physical, developmental, cognitive, behavioral, or emotional health condition that is outside the normal range, have an authorized health professional complete the required Special Needs Form (call to request a form if needed.)

<p>Check all that apply?</p> <p><input type="checkbox"/> Work</p> <p><input type="checkbox"/> School</p> <p><input type="checkbox"/> Certified Job Training Status</p>	<p>Your name and date must be on the following documents:</p> <p>If employed: Previous 2 months of consecutive pay stubs from <u>all</u> employment showing amount of hours worked and gross income & monthly calendar showing all scheduled dates and daily start and end times of each work day <u>OR</u> complete and sign verification letter followed by 2 months of consecutive pay stubs. This must be received within 30 days.</p> <p>If self-employed: Complete and submit all HELP self-employment forms (call HELP to request these forms), most recent quarterly G-45 and G-49 forms submitted to the Hawaii Tax Office and a copy of current (unexpired) General Excise Tax License</p> <p>If enrolled in an education program or certified job training: Registration documentation from school or agency which shows starting and ending dates of each session of classes of the program, credits or hours enrolled, weekly class schedule, and proof of payment. Documentation must state if program leads to a degree or a certificate.</p>
<p><input type="checkbox"/> Family Size and Responsibility for the Child(ren)</p>	<p>Documents must show each applicant child as your dependent, and, furthermore, documents must list all persons you are claiming as family members</p> <ol style="list-style-type: none"> 1. Your 2018 Federal Income Tax return forms, <u>with your personal signature(s)</u>, and all federal schedules and W-2 forms. If you filed electronically or online, you are responsible for obtaining a copy of all necessary information and you must sign your tax returns <u>with your personal signature(s)</u>. 2. If parent did not file Federal Tax Returns for previous year or if parent submits a handwritten copy of their Federal Tax Returns then parent must submit a federal Tax Return Transcript. (contact the IRS and request Form 4506T which you must fill out and submit) 3. Most recently filed State Tax form (ONLY if Federal was not filed). If you filed electronically or online, you are responsible for obtaining a copy of all necessary information. 4. Divorce decree and custody papers signed and dated by a court official <u>OR</u> 5. Custody documents from the Department of Human Services (DHS) stating the guardian's name and each child's name. (example: Foster Care or Child Protective Services) 6. Household Summary Report that list full names of all family members.
<p><input type="checkbox"/> Family Income</p>	<p>Documents must be submitted to cover all sources of current income, Your name and date must be on the documents submitted.</p> <ol style="list-style-type: none"> 1. Most recently filed federal income tax return forms, <u>with your personal signature(s)</u>, with all federal schedules and W-2 forms. If you filed electronically or online, you are responsible for obtaining a copy <u>with your personal signature(s)</u> of all necessary information. 2. Pay stubs from all employers for the most recent two consecutive months of employment. 3. If receiving child support and/or alimony: Divorce decree or other court papers showing the amount. 4. If receiving government benefits: Benefits or award letter from County, State or Federal agencies. <p>If self-employed, provide: All completed General Excise Quarterly Tax G-45 tax forms from the current year, a copy of your General Excise Tax license and the most recent G-49 form and schedule C of the most recent federal tax returns. Also, complete and submit all HELP self-employment forms. (contact HELP staff to request self-employment forms)</p>
<p><input type="checkbox"/> Child Support Payments</p> <p><input type="checkbox"/> Not Applicable</p>	<p>IF you make child support payments for a child in a different household, provide court or other legal documents to show proof of payment amounts and schedule(s)</p>