

## CCS WAIT LIST CHECK-LIST

**\*\*\*YOU MUST BE WORKING AT LEAST 25 HOURS A WEEK,  
OR ENROLLED IN SCHOOL, TO BE PLACED ON THE CCS WAIT LIST\*\*\*  
\*\*YOU WILL NOT BE PLACED ON THE CCS WAIT LIST UNLESS YOU HAVE COMPLETED THIS ENTIRE PACKET\*\***

### EMPLOYMENT INFORMATION

*If you are currently employed, and working at least 25 hours a week, please return one (1) of the following items:*

- 1. Your four (4) most recent pay stubs or
- 2. If you have been employed less than two (2) months, please have your employer complete the enclosed CCS Wage/Income Verification Form or
- 3. A print-out from your employer showing your gross wages

### COLLEGE INFORMATION

*If you are currently attending college, please return all of the items listed below. All of the necessary forms are included in this packet.*

- 1. The CCS Verification of College and/or High School Enrollment Form must be completed by your school. Please complete both pages of this form.
- 2. Include a copy of your current class schedule. You must take at least nine (9) credits during the regular semester, and at least six (6) credits during each summer session.
- 3. Documentation showing your plan for obtaining a degree.
- 4. A current copy of your transcript, clearly showing your GPA.

### HIGH SCHOOL / GED / STARS PROGRAM

*If you are currently attending high school, please have your school complete the items listed below. All of the necessary forms are included in this packet.*

- 1. The CCS Verification of College and/or High School Enrollment Form must be completed by your school. You only need to complete the first page of this form.

#### ***The following information must also be provided:***

- 1. Social Security Cards – Please include copies of Social Security Cards for everyone in your household. If you misplaced or lost any cards, you must re-apply for the card.
- 2. 1<sup>st</sup> thru 12<sup>th</sup> Graders – The CCS School Attendance Verification Form must be completed by your child's school. Otherwise, please provide a copy of the most recent report you previously had completed by the school.

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### CHILD SUPPORT

*Portal no longer usable as of August 31, 2009*

If you do not have an open child support case, go to the Attorney General's website at **[www.oag.state.tx.us/cs/parents/apply\\_services.shtml](http://www.oag.state.tx.us/cs/parents/apply_services.shtml)**, apply online, and print the receipt. You must also provide all necessary information to the OAG's office in order to establish paternity and obtain child support for your children.

**You must go to the OAG website if any of the following apply to you:**

- 1. You do not have a child support case open; or
- 2. You have more than one child support case and you are not sure whether all the cases are open (you must go to the Attorney General's Office and request a complete financial activity report); or
- 3. You do not know your CIN number (**Request your CIN number on the Attorney General's website provided above. The request takes at least 3 weeks to process either in person or on the website.**)

If you do not have access to a computer or have difficulties using the website, please go to the Attorney General's office. You need to fill out the top part of the Verification of Child Support Income form supplied in the Wait List Packet and take it with you to the Attorney General's Office.

If you do have an open case and know your CIN number for each father, you can access the child support payment information on the OAG website ([www.oag.state.tx.us](http://www.oag.state.tx.us)) and attach it to your Wait List Packet.

## CCS WAIT LIST CHECK-LIST

**THE FOLLOWING INFORMATION PERTAINS TO GUARDIANS, GRANDPARENTS, ETC.**

**WE NEED DOCUMENTATION SHOWING WHY THE PRIMARY PARENT IS UNAVAILABLE AND DOCUMENT VERIFYING THE CARETAKER IS RESPONSIBLE FOR THE CHILD.**

**Example 1:** Medical Incapacitation, In Treatment, or In Rehabilitation Center requires the following information: A document from a licensed medical professional or documentation from a licensed professional such as a counselor or therapist, or if the parent is in a treatment of rehabilitation center, a letter from the facility verifying admission signed by an authorize representative. Also, the Caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.

**Example 2:** Child Protective Services (CPS) requires the following information: A recent (within the last 6 months) CPS safety plan or CPS placement agreement, a court order naming the individual as the Caretaker, or a letter from CPS that confirms the children's placement with the Caretaker is ongoing.

**Example 3:** Military Deployment requires the following information: military orders, or a suitable alternative, such as a confirmation by the Base Commander of other military official. Along with a military power of attorney appointing a Caretaker as the guardian of the child; or in lieu of a military power of attorney, a military family plan that gives the Caretaker the authority to execute decisions on child care matters.

***In order to serve you faster we have a website that can help you find a daycare center for your needs:  
[www.txchildcaresearch.org](http://www.txchildcaresearch.org)***

***Be sure to check with CCS if items are being faxed to make sure we have received all the items to complete your Wait List application. After we receive all the items, you will then be placed on the Wait List.***

***Please call back every sixty (60) days to update your file and report any changes.***