



## What Supporting Documents Are Needed?

Supporting documentation for proof of eligibility may vary by family. Below is a list of commonly required documentation:

- [Self Certification Form](#) for children listed on the application (*children eligible for fee assistance must be living in the same household of the Navy Sponsor and be listed as a legal dependent in the sponsor's DEERS. Fee assistance programs are provided for children ages birth through 12 years*).
- **LES or CLES** for all Navy Sponsors activated to full time duty. A current copy of the Sponsor's LES or CLES dated within the past 90 days will be required.
- **Military Orders** for all Navy Sponsors activated to full-time duty from the Reserves, as well as Navy Sponsors deployed/out to sea. Deployed and Activated Reservists must submit a current copy of their orders to verify eligibility.
- **SF-50 or Personnel Action Request Form** for all Navy Civilians. Please supply your current year SF-50 form.
- **Spouse/Non-Military Parent Information** (*applies to unmarried parents living in the same household, or parents sharing custody of the children*) If the Spouse/Non-Military Parent is employed, one month's worth of pay stubs with verification that they are working between 16-40 hours per week. If they are unable to provide pay stubs due to recent employment, please have their supervisor complete the [Employment Verification Form](#) for a 60 day approval period, while we wait for the Spouse/Non-Military Parent to submit one month's worth of their pay stubs.
- If the Spouse/Non-Military Parent is enrolled in school, a **school schedule** verifying enrollment with a minimum of 12 credit hours for undergraduate, or 9 credit hours at a graduate level. School schedule must include the student's name, the school's name, the number of enrolled credits, and the period of the current semester.
- A one-time 90-day certification of **looking for work** approval period may be utilized by the Spouse/Non-Military Parent, if they are currently searching for employment. The [Looking for Work Form](#) must be completed in order to take advantage of the approval period.
- **Provider Cost Verification Form** – The [Provider Cost Verification Form](#) collects all required information about the child care rates your family will be charged by the child care provider. This includes discounts, effective dates, rate changes, rate frequency, and the schedule of care. This form will be used to process your fee assistance application and ensure that no over-payments occur. You will be required to submit this form with your family application after it has been confirmed that your child care provider is eligible to participate in the fee

assistance programs.

- **Provider Documents**– All eligible providers for the assistance program must have a state child care license, a state inspection report dated within the last 12 months, an acceptable employee background check for all staff, a complete provider fee assistance application, and must meet additional high-quality accreditation standards. Applications for fee assistance will not be processed until the selected provider meets all program eligibility requirements and has submitted a complete application.

### **Frequently Requested Forms**

- [Change of Provider Form](#)
- [Information Update Request Form](#)
- [Schedule of Care Form](#)
- [Parent Signature Page](#)
- [Provider Fee Assistance Application](#) (*only required for Providers who have not previously participated*)
- [Direct Deposit Form](#)
- Provider [W-9](#)
- [EIN Instructions](#)