

**CHILD CARE RESOURCE CENTER
510 SOUTH 7TH STREET
OPELIKA, AL 36801
Telephone (334) 749-8400 – Email: ccrc@dhr.alabama.gov**

NOTICE OF ELEGIBILYT DETERMINATION

*******PLEASE BRING COPIES OF ALL ITEMS REQUIRED*******

Dear Client:

You have contacted our office for an initial application for childcare services. For us to determine your eligibility, you must complete the enclosed application and return the following required documents.

- ___ Check stubs for most current 4 weeks of employment (client and spouse)
- ___ Proof of residence (utility bill, lease, etc.) – must be within 30 days.
- ___ Verification of any other family income received (i.e., family Assistance (FA), SSI, Social Security, Pension, Unemployment, etc. for you or any other household members
- ___ Current official class schedule (if applicable)
- ___ Picture ID or Driver's License (client and spouse)
- ___ Birth Certificate for all household family members under the age of 18
- ___ Medical documentation for any disabled parent (if not employed) for a two-parent household.
- ___ Complete and return the attached application (Enclosed)
- ___ Complete and return the Parent Agreement and Parental Choice (Enclosed)
- ___ The name and address of the daycare you wish to use _____

Please remember that we must receive **ALL** of the above information in order to complete the determination process. Failure to submit all required documents will result in a Denial of your application. You may call (334) 749-8400 if you have any questions or concerns.

Your application and required documents must be mailed to:

**Child Care Resource Center
Child Care Subsidy Program
510 South 7th Street
Opelika, AL 36801**