

Do you need help paying for child care?

The child care assistance program helps pay for all or part of the cost of child care.



To qualify you must:

- **Be the parent, foster parent, approved relative or legal guardian to the child needing care**
 - The child must be under age 13 (or under age 18 if the child has special needs).
 - The child must be a U.S. citizen, authorized non-U.S. citizen, refugee or U.S. permanent resident.
- **Be eligible based upon your household size and monthly income – for example:**
 - Eligible monthly income limits based on household size is set at 85% of the state median income effective Oct. 1, 2024

| Household size | Maximum monthly gross income to qualify |
|----------------|---|
| 2 | \$5,373 |
| 3 | \$6,637 |
| 4 | \$7,902 |
| 5 | \$9,166 |
| 6 | \$10,430 |
| 7 | \$10,667 |
| 8 | \$10,904 |
| 9 | \$11,141 |
| 10 | \$11,379 |
| 11 | \$11,616 |
| 12+ | \$11,853 |



To apply:

Submit an online or paper application. To apply online, go to jobs.utah.gov/mycase.

You can receive assistance on your application from our staff at an employment center or through online chat. Spanish-speaking staff are available or call 1-866-435-7414 for help in other languages.

- **Work an average of 15 hours or more per week earning at least minimum wage**
 - For two-parent households: one parent must work an average of 15 hours per week and the second parent must work an average of 30 hours per week.
- **Need ongoing child care for the purpose of employment or approved school or training activities**
- **Select an approved provider**
 - If you need help finding a provider, go to cac.utah.gov to search in your area. You may also select a family, friend or neighbor who completes all requirements with the Department of Health and Human Services, Child Care Licensing. Go to childcarelicensing.utah.gov for more information.

jobs.utah.gov/occ

To receive assistance paying for child care, you must provide information to show you are eligible.* Some examples include:



| | |
|---|--|
| EARNED INCOME | <p>You must verify current employment and the hours worked.</p> <p>Acceptable verifications include:</p> <ul style="list-style-type: none"> • Employment payroll check stubs • Employment Information-Form 630, signed by employer • Self-employment records <ul style="list-style-type: none"> ♦ This can include a self-employment ledger, client's ledgers, a Workforce Services self-employment form or other bookkeeping system ledgers. You may also use your own written statement of income and include the type of self employment. It must include a minimum of the most recent three full months of income with the income and hours worked broken down per month. Expenses only need to be reported if you want them subtracted when determining your countable income. |
| UNEARNED INCOME | This includes child support paid to the household, monthly cash contributions, or child care costs paid by someone outside of the household. |
| EXPENSES | This includes court-ordered child support or alimony. You must report if any other person pays towards child care costs. |
| CHILD CARE NEED (MAY INCLUDE CUSTODY ARRANGEMENTS) | Reported child care need is the weekly number of hours that you require child care for employment or Workforce Services-approved activities. Custody may also be verified to determine the need. |
| CHILD CARE PROVIDER | You are required to report the name of the child care provider for each child. Providers must verify the start date of care for each child. |
| PARTICIPATION | This may include Workforce Services activities that are approved with an Employment Counselor. |
| U.S. CITIZENSHIP (Child Only) | You must verify children's citizenship and age. This may include birth certificates, passports or proof of immigration status in the form of documentation issued by United States Citizenship and Immigration Services (USCIS). |

*Other verifications may be required that are not listed here.

What is NOT needed:

- A social security number
The social security number on the application is not required for child care eligibility.
- Any information regarding your immigration or work authorization status or the status of your family or household members
Using child care benefits will not be considered in public charge determinations. Immigration information is private and confidential.

Do not skip applying if you were denied in the past or think you make too much money. The income eligibility limits for child care are updated annually. An eligibility worker will determine what income is countable income.

