



Government of the Virgin Islands of the United States

DEPARTMENT OF HUMAN SERVICES

Office of Childcare & Regulatory Services

Subsidy, Resource & Referral Program

Dear Applicant:

Thank you for your interest in the Child Care Regulatory Services program. The items listed below are required to determine eligibility.

- Income Verification (**completed & signed by your employer or personnel office) and your check stubs, If paid weekly, the last four, bi-weekly last two.**
- Letter of enrolment from school or training program **(If you are not working).**
- Notarized Letter of Support from other parent; **(Form is Attached)**
- If other parent not supporting, copy of paternity documents or check stubs **(a case must be established through the Office of Paternity and Child Support).**
- Photo ID
- Birth Certificates **(Household, legal children, birth or court ordered).**
- Social Security Cards **(Household, legal children, birth or court ordered).**
- Immunization Card(s) **(Child/ren receiving assistance).**
- Name of a **Licensed Provider** child will be attending and fee amount
- If incarcerated, **letter from Department of Justice or from his or her attorney**
- If deceased, **copy of Death Certificate**
- If self-employed, **Income Tax Return (1040 Stamped by BIR)**
- If married or living together, **both income must be submitted**
- Proof of Residence

Married applicants not living with their spouses **must** submit a notarized letter stating this fact, in addition to proof of child support. Applicants receiving assistance through Paternity and Child support must have current documents (updated status of case). **However, parents who are not receiving support for their child/ren; must establish a case at Paternity and Child Support.**