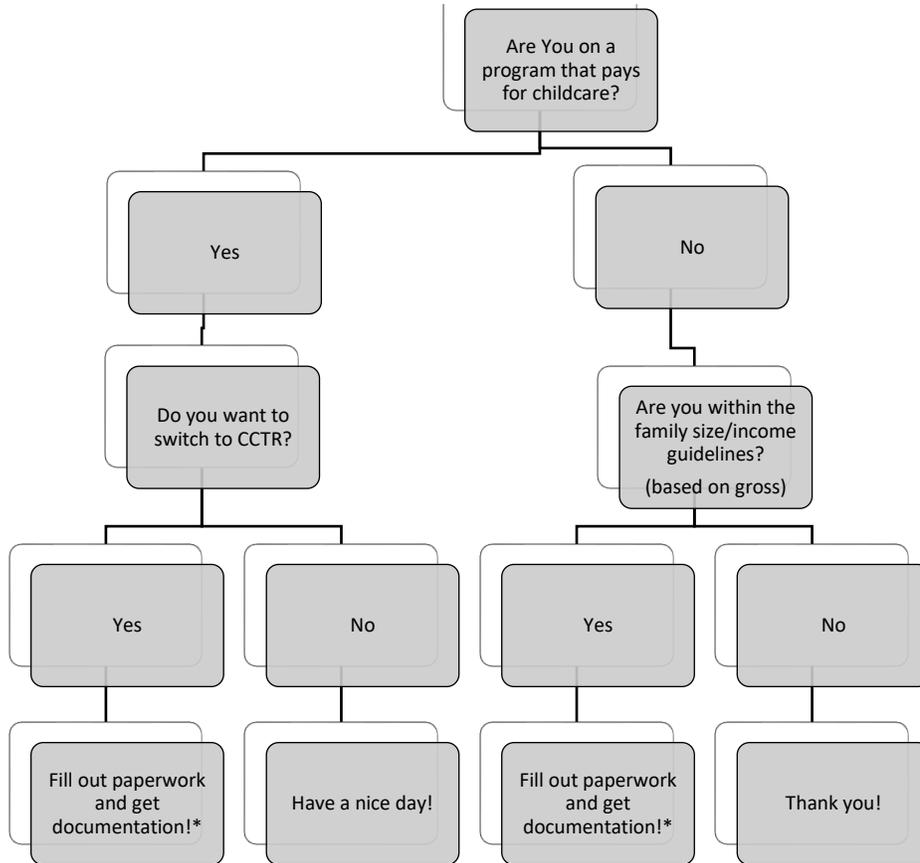




CCTR Eligibility Flowchart



*Documentation:

1. Certificate/Notice of Action from Program
 - a. ONLY if already on a program
2. Paystubs for 1 month for all working adults in the home
3. Employment verification for all working adults in the home
 - a. Take this paper with them
 - i. Employer fills out Section 2 and they bring back or email
 - b. If not working/work for self/get paid in cash or check – then fill out self declaration of income
4. Birth Certificate of children that are at CCLC
5. Proof of Residency (lease, utility, cell phone)
6. Application (highlighted areas)
7. Handbook Signature Page
8. Family Needs Assessment

Notes:

- Not on program + income eligible = certification for 2 years
- If on program, will honor the dates on the notice of action or 12 months (whichever is longer)