

# Best Starts for Kids Child Care Subsidy Documents to Prove Program Eligibility

The Best Starts for Kids Child Care Subsidy program helps families get free or low-cost child care. Your family may qualify if you live in King County and if your income fits the program’s requirements.

**If you want to apply for a Best Starts Child Care Subsidy, you need to provide some documents.**

These documents will help prove where you live and how much money you earn.

Below is a list of the types of documents you can use. If you cannot provide the documents listed here, there will be a place in the application to notify the program administrators.

## Your Address

Each document must show a parent/guardian’s full name and be dated within three months of when you submit your application. You can choose from two options:

<b>OPTION 1</b> <b>Please provide ONE document from this list:</b> <ul style="list-style-type: none"><li>• Mortgage statement</li><li>• Signed rental lease (current)</li><li>• Any utility bill (gas, water/garbage, electricity, internet, landline phone)</li><li>• Homeowner’s or renter’s insurance statement</li><li>• Housing agency letter (current)</li><li>• Rental receipt</li><li>• Washington State Address Confidentiality Program card</li><li>• Attestation of Homelessness (found within application)</li></ul>	<b>OPTION 2</b> <b>Please provide TWO documents from this list:</b> <ul style="list-style-type: none"><li>• Insurance document (health, car etc.)</li><li>• Benefits document from the agency (DSHS, SSI, etc.)</li><li>• Pay stub from employer</li><li>• Financial document (bank statement, retirement, credit card statement, etc.)</li><li>• Other bills</li><li>• Driver’s license or Washington State Identity Card (non-expired)</li><li>• Consulate card from any country</li></ul>
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## Your Income

Please provide documents for all the income your household receives. Your household includes **you** as well as **your spouse** or **significant other who is the parent of your child**.

<b>If you receive...</b>  <b>INCOME FROM AN EMPLOYER (Submit one of these options)</b> <ul style="list-style-type: none"><li>• Paystubs showing gross income from your previous two (2) full months</li><li>• Employer letter (only when starting a new job) --must be on letterhead, include the start date, hours worked, wage and dated from the last 60 days</li></ul> <b>CASH INCOME FROM WORK</b> <ul style="list-style-type: none"><li>• Complete Declaration of Self-Employment Income within application</li></ul> <b>PAYMENTS FOR DRIVING OR DELIVERY THROUGH AN APP-BASED COMPANY</b> <ul style="list-style-type: none"><li>• Complete Declaration of Self-Employment Income within application</li><li>• Monthly statements for last three months of income</li></ul> <b>STUDENT INCOME (Submit any applicable)</b> <ul style="list-style-type: none"><li>• Financial aid - Award letter &amp; tuition statement</li><li>• Work study- Award letter or supervisor letter including hours/wage</li></ul> <b>OTHER INCOME (Submit any applicable)</b>	  <b>Paid weekly?</b> Submit 8 paystubs  <b>Paid every two weeks?</b> Submit 4-5 paystubs  <b>Paid bi-monthly?</b> Submit 4 paystubs  <b>Paid monthly?</b> Submit 2 paystubs
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<ul style="list-style-type: none"><li>• Child support received - complete Declaration of Child Support Received within application</li><li>• Rental income- Schedule E tax document from most recent tax year</li><li>• Other income–last two (2) months of statements</li><li>• Things we do <b>NOT</b> need to see from you: TANF award, Housing vouchers, SNAP/other food benefits, Best Starts for Kids Child Care Wage Boost Pilot payments.</li></ul> <p><b>SELF EMPLOYMENT OR SMALL BUSINESS INCOME</b></p> <ul style="list-style-type: none"><li>• Complete Declaration of Self-Employment Income within application</li><li>• Other documentation based on category of income below:</li><li>• <b><u>I am an independent contractor or I own the business</u></b><ul style="list-style-type: none"><li>○ Submit one (1) of the following:<ul style="list-style-type: none"><li>■ Tax Form 1040, Schedule 1, and Schedule C or EZ (submit all three forms) OR</li><li>■ Profit and Loss Statement for last three (3) months</li></ul></li></ul></li><li>• <b><u>My business is an LLC and/or an S-Corp</u></b><ul style="list-style-type: none"><li>○ Submit one (1) of the following:<ul style="list-style-type: none"><li>■ If owner: Tax Form 1040, Schedule 1, and Schedule C or EZ (submit all three forms)</li><li>■ If partner: Tax Form 1040, Schedule 1, Form 1065, and Schedule K-1 (submit all four forms); OR</li><li>■ If owner or partner: Profit and Loss Statement for last three (3) months</li></ul></li></ul></li><li>• <b><u>My business is a general partnership</u></b><ul style="list-style-type: none"><li>○ Submit one (1) of the following:<ul style="list-style-type: none"><li>■ Tax Form 1040, Schedule 1, Form 1065, and Schedule K-1 (submit all four forms) OR</li><li>■ Profit and Loss Statement for last (3) months</li></ul></li></ul></li></ul> <p><b>NO INCOME</b></p> <ul style="list-style-type: none"><li>• Complete Attestation of No Income (found within application)</li></ul>	
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