

Aloha Ka Hana Pono Ohana,

This information is for financial aid offered by PATCH, Childcare Connection and the Department of Human Services. **If you don't have access to a printer let me know and we can print it for you at Ka Hana Pono.*

- 1) you select the reason childcare is needed and be sure to gather the documentation it says is required
- 2) complete the info about yourself and all children who live in the home
- 3) on the back side, you enter your name and the name of your employer or the school you are attending if you (the parents) are a student
- 4) monthly income - list the amount and attach a copy to verify any income you list
- 5) sign, date and mail or hand deliver (I would recommend hand delivering) to:
Child Care Connection Hawaii
94-216 Farrington Hwy, Suite B2-206, Box 323
Waipahu, HI 96797

After receiving your application Child Care Connection will mail you additional paperwork that you need to complete and a form for Ka Hana Pono to complete. *If you hand deliver your application it might be possible that they can give you the additional paperwork that same day.*

Once you get the paperwork fill it out, have Ka Hana Pono fill out our portion and then mail or hand deliver it back to Childcare Connection asap - *they are super strict with due dates.*

Once they receive that second set of paperwork back from you, they will begin processing your financial aid and it should take about two weeks to complete processing.

You can find more information about their program at this web link:

- CHILDCARE SUBSIDY PROGRAM: <https://humanservices.hawaii.gov/bessd/ccch-subsidies/>
- HOW TO APPLY: <http://humanservices.hawaii.gov/bessd/child-care-program/ccch-subsidies/how-to-apply/>
- APPLICATION: <https://humanservices.hawaii.gov/bessd/files/2017/09/DHS-911-06-16-fillable-final.pdf> (you can also find the application on the next two pages of this document).
- Phone number: (808) 356-5575
- Also check out this link from PATCH Hawaii with information about additional programs that are out there: <http://www.patchhawaii.org/families/paying>

You can also call PATCH Hawaii and they can help you determine what programs you might be eligible to apply for: (808) 839-1988

**STATE OF HAWAII – DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division**

APPLICATION FOR CHILD CARE SERVICES

ELIGIBILITY REQUIREMENTS (MUST MEET ALL)

1. Child must be under age 13, or 13 through 17, and unable to care for self.
2. Child must be a US citizen or a Lawful Permanent Resident.
3. Child for whom assistance is being requested must reside with the applicant.

DOCUMENTATION REQUIRED

- Copies of birth certificates for all children, baptismal or hospital certificates, or court decree.
- Copies of birth certificates, US passport, Certificate of Naturalization, Certificate of Citizenship or permanent resident card ("Green Card").
- Birth document or other court decree. Applicant must be a parent (birth, adoptive, foster, hanai) or a legal guardian.

*The provision of a social security number and copies of the social security card for all household members listed on the application is strictly voluntary. Failure to provide this information will not affect the application process or the amount of benefits you will receive. The use of social security numbers will be for agency use only as an internal identifier.

REASON FOR CHILD CARE (CHECK ALL THAT APPLY)

- Parents in Employment, Education or Training.
- Physical or mental incapacity of child, 13 – 17 years old, and child is unable to care for self.
- Family receives Child Protective Services (CPS).
- Parent/legal guardian may lose job because of child care problems.
- Parent/legal guardian has been offered a job and will start on _____.

**DOCUMENTATION REQUIRED
(PLEASE ATTACH TO COMPLETED APPLICATION)**

- School enrollment documents which show credits/ hours enrolled, income verification for the past 2 months, or if self-employed, current copy of G45 tax form and General Excise tax license.
- Signed statement from a state-licensed physician or psychologist.
- Child Welfare Services (CWS) Family Service Plan (court ordered).
- Written warning from employer.
- Written proof of job offer.

PLEASE PRINT

List all family members now living in your home. Please attach a separate sheet if more space is needed.

NAME: Last	First	M.I.	*Social Security No. (Optional)	Birth Date (mm/dd/yy)	Race	Sex (M/F)	Marital Status
Applicant							
Co-applicant							
Residence Address					Home/Cell Phone		
Mailing Address					Work Phone Applicant		
Primary Language Spoken			Interpreter Services Needed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Work Phone Co-Applicant		

Name(s) of Child(ren)	*Social Security No. (Optional)	Birth Date (mm/dd/yy)	Race	Sex (M/F)	Child Care Requested?
Child					<input type="checkbox"/> Yes <input type="checkbox"/> No
Child					<input type="checkbox"/> Yes <input type="checkbox"/> No
Child					<input type="checkbox"/> Yes <input type="checkbox"/> No
Child					<input type="checkbox"/> Yes <input type="checkbox"/> No
Child					<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant(s) Employment/School	Employer or School Address/Phone	Start Time (AM or PM)	End Time (AM or PM)
Applicant			
Co-applicant			

Type of Monthly Income (ATTACH COPY OF INCOME INDICATED)	Amount
Employment Earnings (including Self-Employment)	\$
Unemployment Insurance Benefits (UIB)	\$
Worker's Compensation / Temporary Disability Insurance (TDI)	\$
Child Support/ Alimony	\$
Adoption Assistance Payments	\$
Military Allotment	\$
Supplemental Security Income (SSI) / Retirement, Survivors & Disability Insurance (RSDI)	\$
Pension	\$
Other Income (Specify)	\$
TOTAL INCOME	\$

STATEMENT OF APPLICANT

I hereby certify that all the information contained on this form is true and correct to the best of my knowledge. I submit this application with the understanding that I will give any additional information which may be needed and will allow the Department to verify my statements either with me or through other sources as necessary.

I fully understand that the following changes are mandatory to be reported within 10 days of occurrence: gross income exceeds limit for family size, change in residence or mailing address, household members leave or are added to the family, change in marital status, change in child care provider, child care cost, care type or no longer need child care, CPS/CWS case closes, loss of employment, job training or stops attending school. Furthermore, I understand that if I fail to report changes and receive services to which I am not entitled, the amount of overpayment will be collected from me, and I may be prosecuted for fraud.

I understand that I have a right to request a case record review and administrative appeal if I do not agree with the Department's decision on my application for child care services.

Applicant Signature: _____ Date: _____

Co-applicant Signature: _____ Date: _____
 (Signature required for Co-applicant)

ELIGIBILITY DISPOSITION (For Department Use Only)	
<input type="checkbox"/> APPROVED	Family size _____ 85% SMI \$ _____ Total Income \$ _____
	DATE OF ELIGIBILITY _____
<input type="checkbox"/> DENIED	
<input type="checkbox"/> Family income: \$ _____ more than DHS Income Limit	<input type="checkbox"/> Other reasons: _____
<input type="checkbox"/> APPLICATION WITHDRAWN	_____ Date _____
_____ WORKER SIGNATURE	_____ Date _____