

Instructions for DCC 90-C Residence-Household Verification

Purpose

The DCC-90C Residence-Household Verification form **may be** used to verify the applicant's address and household composition to assist in determining eligibility for low income working families for the Child Care Assistance Program.

If an eligibility specialist issues you the form, the form will have the date it is due back to the office at the top of the form (within 10 days of issuance).

Who can complete the form??

The applicant is to have the DCC-90C Residence-Household Verification completed by someone outside of his/her household who is familiar with the applicant's living arrangements.

This form may also be completed by someone living **inside** the home of the applicant as long as he/she is the landlord and **not** included in the applicant's household size. This could include a client living with and paying rent to a parent.

Person completing the form needs to:

- ✓ Complete the recipient's name, address, telephone number
- ✓ List household members and relationship to applicant
- ✓ Answer questions(yes/no) "Are you related to a household member"
"Are you the manager/landlord"
- ✓ Sign and date form
- ✓ Include address, city, state, zip code and phone number

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For more information see the Sample Form. Any questions about completing the form, please call (800) 809-7076