

Joe Lombardo  
Governor

Laura Rich  
Director



# DEPARTMENT OF HUMAN SERVICES

DIVISION OF SOCIAL SERVICES

*Helping people. It's who we are and what we do.*



Robert H. Thompson  
Administrator

## Child Care and Development Program

The Division of Social Services (DSS) works in partnership with The Children's Cabinet and the Las Vegas Urban League to provide child care assistance to low income families so that parents can work. The Child Care and Development Program (CCDP) pays a portion of child care costs for eligible families based on household income and family size. Anyone can apply for child care assistance and receive a formal evaluation.

### How to Apply

You can contact any of the following locations in person, by phone, fax, or email to apply for assistance or receive more information about our program. Additionally, you may apply for assistance online via Access Nevada at <https://accessnevada.dss.nv.gov>.

#### In Southern Nevada

 <b>Las Vegas Urban League</b>	<p><b>ADMINISTRATION</b>  2470 N. Decatur, Ste. 150  Las Vegas, NV 89108  Phone: (702) 473-9400  Toll Free: (855) 4UL-KIDS  Fax: (702) 405-8583  Eligibility Fax: (702)410-9906  Email: <a href="mailto:childcareinfo@lvul.org">childcareinfo@lvul.org</a></p>	<p><b>FLAMINGO OFFICE</b>  3320 E. Flamingo Rd  Suite #49  Las Vegas, NV 89121  Phone: (702) 473-9400  Fax: (702) 331-1417</p>
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#### In Northern Nevada

 <b>The Children's Cabinet</b>	<p><b>ADMINISTRATION</b>  1090 S. Rock Blvd.  Reno, NV 89502  Phone: (775) 856-6210  Fax: (775) 856-6208  Toll Free: 1-800-753-5500  Email: <a href="mailto:mail@childrenscabinet.org">mail@childrenscabinet.org</a></p>	<p><b>RENO OFFICE</b>  4055 S. Virginia St  Reno, NV 89502  Phone: (775) 746-5511  Fax: (775) 746-5530</p>	<p><b>CARSON OFFICE</b>  2527 N. Carson St. Ste. #255  Carson City, NV 89706  Phone: (775) 684-0880  Fax: (775) 887-1365  Toll Free: 1-866-434-2221</p>
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### Help Finding a Child Care Provider

Quality child care supports your child's growth and school readiness. If you need help finding a quality child care provider or other resource, contact one of our Child Care Resource and Referral program staff members by calling The Children's Cabinet or the Las Vegas Urban League (listed above).

**KEEP THIS PAGE FOR YOUR RECORDS**

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# DEPARTMENT OF HUMAN SERVICES

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## Application for Child Care Assistance

### Who Can Apply

Anyone can apply for child care assistance for their child. No person will be discriminated against for any reason (such as race, age, color, religion, sex, disability, political belief, sexual orientation, or national origin) in any Division of Social Services (DSS) program. To file a complaint, please contact the Chief of the Child Care and Development Program (CCDP) located at 1470 College Parkway, Carson City, Nevada 89706. You can also file a complaint at any DSS district office or child care office and your complaint will be forwarded to the Child Care Chief.

### Eligibility

The following must be verified to see if you are eligible for Child Care Assistance.

- Proof of:
  - Citizenship for all children applying for child care;
  - Identification for all adult household members;
  - Nevada residency;
  - All income;
  - Relationship for all household members;
  - Custody;
- Purpose of Care – every required adult (and minor parent) must be in an approved activity, such as working, looking for work, going to school or training, participating in DSS approved activities related to preparation for employment, or other activities authorized by the CCDP;
- Documentation for any child(ren) in your home who has a special need.

### Social Security Numbers

You will be asked to provide Social Security Numbers (SSN) for all persons (including yourself) who are applying for assistance; SSNs are used to verify your income and resources and to conduct computer matching with other agencies. It is also used to gather workforce information, conduct investigations, recover overpaid benefits and to ensure duplicate benefits are not received. Providing or applying for a SSN is voluntary. You are not required to provide a social security number and your eligibility will not be denied due to the failure to provide a SSN for required household members. If you do not want to provide your social security number, please write “refused” in the social security number fields on the application. If you provide a social security number on the application, you must provide verification.

### Selection of a Child Care Provider

You must also select a child care provider that meets the needs of your family. Parents are encouraged to work with the Child Care Resource and Referral and to visit more than one provider before making a decision. Your provider must meet the following:

- Must not be the natural or adoptive parent or guardian to the child, whether or not they live with the child;
- Must not live in the same house as the child;
- Must not have an active child care case for their own child(ren);
- Providers must be enrolled with the CCDP and in good standing;

**Important Information** – The CCDP may send information that requires you to respond. You should make arrangements for your mail if you are away from home so you can respond by the due date. If you do not respond by the due date and/or we lose contact with you, your case may be terminated.

### Special Accommodations

This application is available in English and Spanish. Please contact us if you need a Spanish version or an interpreter.

### Acomodaciones Especiales

Esta solicitud está disponible en inglés y español. Por favor comuníquese con nosotros si necesita una versión en español o un intérprete.

DIVISION OF SOCIAL SERVICES Child Care and  
Development Program

**FILL IN ALL BLANKS FOR EVERYONE WHO CURRENTLY LIVES IN THE HOME WITH YOU, WHETHER YOU CONSIDER THEM HOUSEHOLD MEMBERS OR NOT.** *If you need additional space, please use a second application or separate piece of paper.*

**PLEASE ENTER RACE/ETHNICITY/MARITAL STATUS CODES FOR EACH HOUSEHOLD MEMBER IN THE BOXES BELOW:**

**Ethnicity:** **H** = Hispanic/Latino **N** = Non-Hispanic/Latino

**Race:** **A**–Asian; **B**–Black or African American; **I**–American Indian or Alaska Native; **N**–Native Hawaiian or Pacific Islander; **W**–White

**Marital Status:** **S**–Single; **M**–Married; **N**–Separated; **D**–Divorced; **W**–Widowed

**ADULTS:**

Legal Name	Relationship to You	Sex	Date of Birth:	State or Country of Birth	Social Security Number	Race	Ethnicity	Marital Status
	Self							

**CHILDREN (Under the age of 18):**

Legal Name	Relationship to You	Sex	Date of Birth	State or Country of Birth	US Citizen Y/N	Social Security Number	Race	Ethnicity	Need Child Care?
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Address				City		State		Zip	
Mailing Address				City		State		Zip	
Phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		Phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		E-Mail Address					

**Please Answer the Following Questions About Your Household:**

<p><b>1. Is your Family Homeless (lack a fixed, regular, and adequate nighttime residence)?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, Please Explain: _____</p>
<p><b>2. Is any household member in the Military?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, Name: _____ Active Duty or Reserve? _____</p>
<p><b>3. Is any adult (or minor parent) in your household unable to work and/or attend a training program?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, Name: _____ Reason: _____</p>
<p><b>4. Do any of the children in the household have special needs?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, Name: _____ Reason: _____ Current IEP or IFSP for child? _____ Name: _____ Reason: _____ Current IEP or IFSP for child? _____ Name: _____ Reason: _____ Current IEP or IFSP for child? _____</p>

5. Is any household member, including a minor child, temporarily out of the home?  Yes  No  
 If Yes, Name: \_\_\_\_\_ Reason: \_\_\_\_\_ Expected date of Return: \_\_\_\_\_
6. Is any household member pregnant?  Yes  No  
 If Yes, Name: \_\_\_\_\_ Anticipated Delivery Date: \_\_\_\_\_
7. Has any household member received TANF cash benefits?  Yes  No  
 If Yes, Name: \_\_\_\_\_ When: \_\_\_\_\_ Where: \_\_\_\_\_
8. Is anyone currently disqualified from any DSS program for an intentional program violation (IPV)? If  Yes  No  
 Yes, Name: \_\_\_\_\_ Program: \_\_\_\_\_ Start Date: \_\_\_\_\_
9. Does your household have assets with a value over one million dollars (\$1,000,000)?  Yes  No  
 If Yes, Name: \_\_\_\_\_ Type of Asset: \_\_\_\_\_
10. Do you expect any other changes in the next six (6) months?  Yes  No  
 If Yes, Please Explain: \_\_\_\_\_
11. Is anyone paying all or part of your expenses (rent, utilities, child care, etc.) for you?  Yes  No  
 If Yes, who: \_\_\_\_\_ Amount paid: \_\_\_\_\_ How Often: \_\_\_\_\_  
 Are you expected to repay this money?  Yes  No
12. Are both parents of the children living in the home?  Yes  No

If No, Please Complete the Information Below About the Child(ren)'s Mother and/or Father that does not live with you.

Attach Additional Pages, if Necessary.

Child's Name	Name and Address of Parent not residing in the Household	Receive Child Support?	Amount	How Often	Received through which medium?
	Name: _____ Address: _____ Phone: ( ) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	<input type="checkbox"/> D.A.'s Office <input type="checkbox"/> Court Agreement <input type="checkbox"/> Private Agreement
	Name: _____ Address: _____ Phone: ( ) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	<input type="checkbox"/> D.A.'s Office <input type="checkbox"/> Court Agreement <input type="checkbox"/> Private Agreement
	Name: _____ Address: _____ Phone: ( ) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly	<input type="checkbox"/> D.A.'s Office <input type="checkbox"/> Court Agreement <input type="checkbox"/> Private Agreement

**INCOME/BENEFITS (OTHER THAN EMPLOYMENT INCOME):** Please attach verification of income received in the previous 30 days

<input type="checkbox"/> 01- TANF	<input type="checkbox"/> 08- Worker's Compensation	<input type="checkbox"/> 15- WIC	<input type="checkbox"/> 22- Supplemental Security Income (SSI)
<input type="checkbox"/> 02- SNAP	<input type="checkbox"/> 9 - Temporary Disability Insurance	<input type="checkbox"/> 16 - Tips	<input type="checkbox"/> 23- Social Security Disability Benefits
<input type="checkbox"/> 03- Housing Assistance	<input type="checkbox"/> 10 - Educational Assistance/Pell Grants	<input type="checkbox"/> 17 - Dividends	<input type="checkbox"/> 24- Social Security Survivors Benefits
<input type="checkbox"/> 04- Foster Care Payments	<input type="checkbox"/> 11 - Unemployment	<input type="checkbox"/> 18 - Royalties	<input type="checkbox"/> 25- Social Security Retirement Benefits
<input type="checkbox"/> 05- Veteran's Benefits	<input type="checkbox"/> 12 - Contributions or Loans	<input type="checkbox"/> 19 - Interest	<input type="checkbox"/> 26- Pensions/Retirement Trusts
<input type="checkbox"/> 06- Lump Sum Payments	<input type="checkbox"/> 13 - Railroad Retirement	<input type="checkbox"/> 20 - Winnings	<input type="checkbox"/> 27 - Adoption Subsidies
<input type="checkbox"/> 07- Military Allotments	<input type="checkbox"/> 14 - Insurance Settlements	<input type="checkbox"/> 21 - Alimony	<input type="checkbox"/> 28 - Medicaid
<input type="checkbox"/> Other: _____			

Income Type #	Who Receives the Income	Amount	How Often	Income Type #	Who Receives the Income	Amount	How Often

**EMPLOYMENT:** Please list current employer **and** any employer each household member has worked for since your last application for child care assistance. This includes self-employment, in-kind activities and odd jobs.

Household Member	Start Date/ End Date	Employer Name Address and Telephone Number	Average Weekly Hours	Rate of Pay	How Often Paid	Schedule/Shift
		Name: Address: Phone: ( )			<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Commission	<b>Schedule:</b> <input type="checkbox"/> Varies <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <b>From:</b> <b>To:</b> <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
		Name: Address: Phone: ( )			<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Commission	<b>Schedule:</b> <input type="checkbox"/> Varies <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <b>From:</b> <b>To:</b> <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun

**TRAINING/EDUCATION:** If any of the adults in the household are students participating in a training program or attending school, please complete the following. In addition, please provide verification of your schedule.

Student Name	Training Site/School Name Address and Phone	Beginning Date	End Date	Schedule
	Name: Address: Phone: ( )			
	Name: Address: Phone: ( )			

**CHILD'S SCHOOL INFORMATION:**

Child's Name	Name of School	School Schedule/School Track	Current Grade Level

**CHILD CARE PROVIDER:**

Child or Children's Names	Provider Name Address and Phone Number
	Name: Address: Phone: ( )
	Name: Address: Phone: ( )

**YOUR RIGHTS**

Anyone who has been denied, terminated, or had benefits reduced will receive a notice and instructions for requesting a hearing if you do not agree with the action taken. You can request a hearing by writing your local child care office, Division of Social Services (DSS) district office or administration office. You can also request a hearing by signing and returning the Notice of Appeal you receive. You must request a hearing within 90 days of the notice date or within 14 days if you want continued benefits while your hearing is pending a decision.

If you request a hearing, you will be notified of the hearing date, time and location in writing ten (10) days prior to the scheduled hearing. You may be represented at a conference/hearing by anyone whom you have given written authorization. This written authorization must be given to the DSS office before the conference/hearing. Please contact us if you need information on legal services that may be available to you at no cost.

If you disagree with your hearing decision, you can appeal your case to your local District Court of the State of Nevada.

**AUTHORIZATION/RESPONSIBILITY**

The Child Care and Development Program is funded by State and federal grants. Any information provided on this form can be investigated. Criminal prosecution and other penalties may be applied to you and/or other adult members of your household according to state and federal law. If you make a false or misleading statement, misrepresent, hide or withhold facts to get or keep child care assistance, your benefits may be reduced/denied/terminated. Additionally, you may not be eligible for future assistance, and you are responsible to pay back all monies, services and benefits for which you were not entitled. Information provided is strictly confidential and is used only to determine eligibility for child care assistance.

By signing below, you authorize the Child Care and Development Program and/or the Division of Social Services to make any investigation concerning you or other members of your household or your children’s legal/putative parent(s) that is necessary to determine eligibility for child care assistance administered by the Child Care and Development Program.

By signing below, you authorize the release of information about your household members to the Child Care and Development Program including, wage information, information made confidential by law or otherwise, and patient information privileged under NRS 49.225 or any other provision of law or otherwise. You release the holder of such information from liability, if any, resulting from disclosure of the required information. A reproduced copy of this authorization legally constitutes an original copy.

By signing below, you acknowledge that you understand the questions on this application and the penalty for hiding or giving false information. In addition, you understand that if you make a false or misleading statement, hide or withhold facts to get or keep child care assistance, your benefits may be reduced, denied, or terminated and you may be disqualified from program participation, criminally prosecuted, or otherwise penalized according to state and federal law.

In addition, by signing below, you confirm that the provider(s) listed above reflect the choice made by you, the parent/caretaker, and you agree to indemnify and hold harmless the State of Nevada, the Child Care and Development Program, their officers, agents, board members and employees from all claims, litigation, costs, expenses and liabilities arising out of, or in any way connected with the provider chosen by you.

**I certify under penalty of perjury, my answers are true, correct and complete to the best of my knowledge and ability.**

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<b>Signature or Mark of Applicant (Parent/Guardian)</b>	<b>Date</b>	<b>Signature or Mark of Spouse/Second Parent/Guardian of Child(ren)</b>	<b>Date</b>
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**IF YOU ARE NOT REGISTERED TO VOTE WHERE YOU LIVE NOW,  
WOULD YOU LIKE TO REGISTER TO VOTE HERE TODAY?**

(Please check one)

YES     NO

**If you do not check either box, you will be considered to have decided not to register to vote at this time.**

The **NATIONAL VOTER REGISTRATION ACT** provides you with the opportunity to register to vote at this location. If you would like help in filling out a voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

**IMPORTANT NOTICE:** Applying to register or declining to register to vote **WILL NOT AFFECT** the amount of assistance you will be provided by this agency.

**Signature**

**Date**

**CONFIDENTIALITY:** Whether you decide to register to vote or not, your decision will remain confidential.

IF YOU BELIEVE SOMEONE HAS INTERFERED with your right to register or to decline to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Office of the Secretary of State, Capitol Complex, Carson City, Nevada 89710.