



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County.

CHILD CARE ASSISTANCE AND REFERRAL (CCAR)

APPLICATION CHECKLIST

Please submit the completed documentation below as applicable*

General Application forms

- CCAR Application Packet (*All sections signed and dated*)
- Service Plan (*Reviewed with CCAR staff*)

Income Verification/Education for applicant and spouse/significant other

- CCAR Employment Verification Form (*if working*)
- Three current, consecutive pay stubs for client (*if working, - dated within last 30 days*)
- Three current, consecutive pay stubs for spouse, significant other (*if applicable and – dated within last 30 days*) or
- Letter from employer on company letterhead (*if recently started and no paystubs have been attained*) or
- Official copy of current high school schedule or
- Official copy of current college or training schedule.

Child's Citizenship/Legal Documentation

- Birth Certificate or
- Hospital Birth Letter or
- Verification of Legal Presence in the United States (*for children 13 and under who need child care services. Examples include a current U.S. Passport or other legal document*)

Residency Verification (*Current - dated within last 30 days – example: cable, gas, electric, telephone bill – not a cell phone bill*)

- Current utility bill in your name that has the date, your name and address pre-printed on it or
- Letter from your landlord and a current copy of his/her current utility bill or
- Letter, on letterhead, from the rental agent from the apartment complex

Identity Verification

- Copy of Driver's License, voter registration, State issued ID, etc.

Make sure income verification/education includes work and/or training schedule (i.e., 9:00am-3:00p.m. M-F).

**Please note, additional documents may be requested. Approved hours of care are based on need. In a two-person household, care hours are authorized for the hours when schedules overlap.*

Apply for assistance

Online: www.commonhelp.virginia.gov
Download: Child Care Service Application and Redetermination form at:
www.fairfaxcounty.gov/OFC (Search: CCAR)

Submit application and verification documents

Email: OFCCCARinfo@fairfaxcounty.gov
Fax: 703-324-3917
Mail: Office for Children/CCAR
12011 Government Center Pkwy., 8th Floor
Fairfax, VA 22035

QUESTIONS? PLEASE CALL 703-449-8484