



G.W.Y.B DBF
CHEROKEE NATION®
Child Care & Development

P.O. Box 948
Tahlequah, OK 74465
(918) 453-5300 Main Phone
(918) 458-7616 Main Fax
(918) 458-4446 Subsidy Fax

REQUIRED DOCUMENTS LIST

The following documents are required to apply for Cherokee Nation Child Care & Development Subsidy Program assistance. All documents must be dated within 30 days of application.

1. **CDIB or proof of tribal membership** for you and/or your child(ren).
2. **Birth Certificate** for each child who will be using the Subsidy Program. It must list name of parent(s). NO CRIB CARDS, PATERNITY AFFIDAVITS, BIRTH RECORDS or HOSPITAL RECORDS will be accepted.
3. **Client Responsibility & Agreement Form** must be signed and dated. If married or living together both parents need to sign.
4. **Proof of Residence** is verification that you live in the service area (Examples: utility bill, phone bill, lease agreement). Verification must be dated within the last 30 days. If mailing address is a P.O. BOX then verification of mailing address and physical address must be submitted. If residing with another person a utility bill and notarized statement is needed from the person verifying you reside in their home.
5. **Employment Verification Form** must be completed by your supervisor/manager, with the days, total hours you work per week, and pay rate for you and your spouse. Must be dated within the last 30 days. If self-employed, must have notarized statement.
6. **Income Verification** includes pay stubs or most recent 1040 tax form, if self-employed. If paid weekly, last four pay stubs, if paid bi-weekly or bi-monthly last two pay stubs with you and your spouse's gross wages listed.
7. **School Schedule** must be an official copy of you and your spouse's current class schedule listing the days and hours of classes. Schedule must be on school letterhead or an official transcript. Students with no income must submit a notarized statement of zero income.
8. **Custody** information includes child support documents, divorce decree, custody documents, and legal court documentation of separation (if applicable).
9. **Registered Provider Information** is required if selecting a relative to provide care. The relative must complete an application and include their CDIB (if applicable), driver's license, social security card, and residence verification (utility bill, phone bill, lease agreement). Grandparents, great-grandparents, immediate aunts or uncles or an adult sibling (over the age of 18) to the child, can be relative providers.
10. **Select a Child Care Provider contracted with Cherokee Nation Licensing.** If selecting a Child Care Center or Family Child Care Home, they must have a one-star plus or higher quality rating before an application will be taken.

I am aware of the documentation needed to complete my application and will furnish these by _____
or my application will be denied and I will be responsible for any child care expenses.

Child Care Client

Date

Child Care Worker

Date

**** Office hours are subject to change.**