



DEPARTMENT OF SOCIAL SERVICES

Darcie M. Miller, LCSW-R
Commissioner

Irene E. Kurlander
Deputy Commissioner

Steven M. Neuhaus
County Executive

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Application For Child Care Assistance Documentation Requirements

1. A signed, dated, and completed application. Please review to make sure you have completed the entire application.
2. The last 12 weeks wage stubs. If you have been employed less than 12 weeks, you may submit a letter from your employer stating your date of hire, days and hours you're scheduled to work, rate of pay and submit any paystubs you may have. This applies to you and any legally responsible relative in the household.
3. Verification of the need for care- a letter from your employer stating days and hours you're scheduled to work. This applies to you and any other legally responsible relative in the household.
4. Child Care Provider information -can use the child care provider form or a written letter stating providers name, address, and start date for each child in need of child care.
5. Birth Certificates for children and I.D. for parent/legally responsible relative
6. Current Proof of residence- Can submit the landlord statement, rent receipt/lease, mortgage record, or two of the following: Statement from another person you reside with, current mail, or school records.
7. CS-19 Consent for Obtaining and Releasing Information
8. DC-48 Disclaimer Notice
9. Verification of any other income received. Example: Child Support, Social Security, Rental income.

***If you have any questions or need assistance completing the application, please call the application assistance line at (845) 614-5452.**

***If you need assistance locating a child care provider please call the Child Care Council Of Orange County for referrals at 1-844-461-4689**

***You may drop off the requested documents to any of the DSS locations, mail to:
Orange County Department of Social Services, Box Z Quarry Rd. Goshen, N.Y. 10924,
Or fax to the child care assistance program unit at (845) 568-5136**