

ERIE COUNTY DAY CARE UNIT
95 FRANKLIN ST. – ROOM 449
BUFFALO, NEW YORK 14202
716-858-8953

Mail in your completed and signed application with copies of the following documents. Please do not send original documents, only copies are required.

- **Picture ID** for yourself
- **Birth Certificates** for all applying members of your household
- **Social Security cards** for all applying members of your household (optional)
- **Verification of current address and household composition:**
 - ◇ Shelter Verification form (LDSS-3668) completed by the owner or agent, OR
 - ◇ Current lease listing address and household composition, OR
 - ◇ Collateral Verification Letter (B-3112), if property is owned by you or your relative. This form **MUST** be completed by a non-relative who does not reside in your household.
- **Verification child support and day care costs:**
 - ◇ Copy of current court order of child support/day care costs
 - ◇ Child Support Verification form (B-5517) completed and signed for each child
- **Wage Verification:**
 - ◇ Consecutive paystubs for last 4 to 12 weeks OR
 - ◇ If newly employed, (less than 4 weeks of paystubs), letter from your employer, on letterhead, stating start date, rate of pay, days and hours working and all paystubs received to date
 - ◇ Name, address and phone # of your employer
- **Other Income** – Verification of Social Security, unemployment, self-employment business and/or tax records, or any other income received by household members
- **Child Care Provider Information** – If you need assistance finding a day care provider, call the Child Care Resource Network at 877-6666 or log on to https://ocfs.ny.gov/main/childcare/ccfs_template.asp
- **Child Care Questionnaire**— Child Care Payment Questionnaire (B-3923) completed with your Child Care Provider. Remember to fill in your work schedule and children's school schedule. Provider and client must sign this form.