

Required Verification for ERDC

Applicants must provide verification of the following at initial certification and recertification:

- Income from the last 30 days (paystubs, employer letter, phone call to employer, or the work number)
- Work hours per week (paystubs, employer letter, phone call to employer, and work number)
- Work schedule that clearly shows the customer's name. Work schedule should have enough information to be reflective of their CC Wrk Hrs and can include:
 - Copy of posted work schedule from the customer's job
 - Printout or copy of schedule from work internet site
 - Scanned copy of work schedule, including picture taken from smart phone
 - Calendar completed by customer with their manager's signature
 - Letter from employer or phone call to employer
- If child receiving subsidy is non-citizen, verification of non-citizenship status
- Second parent/spouse in home not able to provide adequate care; this includes situations that Child Welfare has determined the second parent should not be left alone with the child
- Why a child 12 or older needs care, or why a child needs special care