

Connect Acceptable Verifications

1. Verification of Full Time Employment

- 1 month's worth of recent pay stubs clearly showing gross income, deductions, net pay, and an average of 20 hours worked per week (less than 45 days old)
- New Employment Verification showing an average of 20 hours per week (only if employed less than 45 days)

2. Verification of Self-Employment

- A copy of their current State of West Virginia Business Registration, copy of consultant contract for independent sales, and a copy of any other required licenses or certifications.

AND

- Income tax records, ECE-CC-1 (Self-Employment Ledger), Client business records from an outside accountant, or Ledger books or other bookkeeping records such as Quicken Software reports for at least one month of sales showing minimum wage and an average of 20 hours worked per week.

3. Verification of Full Time School

- Current, official school schedule clearly showing days/times of all classes showing 12 hours in undergraduate and 6 hours in graduate courses
- Most recent grades
- For an externship, internship, or field placement, submit the following:
 - A copy of the syllabus for which the placement is required
 - A letter on letterhead from a placement or school advisor showing the weekly/daily schedule of the placement.
- For an educational program other than college or high school submit a weekly/daily schedule and start date on school letterhead signed and dated by a school official showing full time enrollment (less than 45 days old).

4. Part Time Employment and Part Time School

- 1 month's worth of recent pay stubs clearly showing gross income, deductions, net pay, and an average of 15 hours worked per week (less than 45 days old)
- New Employment Verification showing an average of 15 hours per week (only if employed less than 45 days)

AND

- Current, official school schedule clearly showing days/times of all classes showing 6 hours in undergraduate and 3 hours in graduate courses
- Most recent grades
- For an externship, internship, or field placement, submit the following:
 - A copy of the syllabus for which the placement is required
 - A letter on letterhead from a placement or school advisor showing the weekly/daily schedule of the placement.

For an educational program other than college or high school submit a weekly/daily schedule and start date on school letterhead signed and dated by a school official showing part time enrollment (less than 45 days old).

5. Proof of Child Support Income or Registration and/or Alimony :

Kanawha BCSE 304-347-8688

- Written statement (less than 45 days old) from WV Bureau for Child Support Enforcement (BCSE) such as:

- Recent letter from BCSE showing monthly amount received for each child in the home
 - Recent child support disbursement statement from BCSE for each child
 - Copy of Monthly Notice of Support Collected from BCSE
- Court Order
- If you have a private child support arrangement, submit a signed/dated letter from the child support payee clearly showing the total amount of assistance (money, bills paid, goods purchased for children, etc.) that you receive monthly for each child in the home
- 6. Verification of your WV Works Activity**
 - Recent letter from the WV Works case manager clearly stating your qualifying activity and your weekly/daily schedule showing 20 hours participation per week (less than 45 days old; must be typed on letterhead)
- 7. Proof of TANF Income**
 - Letter from WV DHHR showing monthly check amount (less than 45 days old)
- 8. Proof of Social Security, Supplemental Security Income, Social Security Disability Income, Social Security Survivors Benefits**
 - Award letter from the Social Security Administration showing monthly check amount (less than 45 days old)
 - Copy of Social Security, Supplemental Security Income, Social Security Disability Income, or Social Security Survivors Benefits check
 - Bank Statement showing direct deposit (less than 45 days old)
- 9. Verification of Citizenship (for all children in care)**
 - Birth certificate showing birth in one of the 50 states
 - Must be original or a “true and certified copy”. Originals will be returned.
 - US Passport
 - Report of birth aboard of a U.S. citizen (form FS-240)
 - Form N-561 Certificate of Citizenship
- 10. Proof of Residence**
 - WV utility bills with service at a WV residence address, not more than 45 days old. The bill must clearly indicate the physical location of the residence. For example: “bill for” or “service at.”
 - WV property tax bill or receipt indicating a WV residence address.
 - WV individual income tax return for the most recent year.
 - WV mortgage documents or homeowner insurance documents for a WV residence or proof of WV home ownership with a WV residence address.
 - WV W-2 Form not more than 18 months old with the applicant’s name and WV residence address.
 - WV weapons permit with a WV residence address.
 - WV Motor Vehicles registration card that contains a WV residence address.
 - WV Voter’s registration card with a WV residence address.
 - WV school enrollment form if applicant is under age 18 with the applicant’s WV residence address.
 - Proof of undergraduate/graduate student of in WV, not metro or out-of-state, tuition payment verification.
 - WV Homestead tax exemption with a WV residence address.
 - Residential rental and/or lease agreement with a WV address. Lease must be signed and dated by Lessor and Lessee.
 - Residency by proxy (see section 3.4.2)
- 11. Proof of Identity**

- An original, valid, current, unexpired Certificate of U. S. Citizenship (INS Form N-560) with photograph.
- An original, valid, current, unexpired Certificate of Naturalization (INS Form 550 or INS Form 570) with photograph.
- An original, valid, current West Virginia's driver's license, permit, or ID card, that is expired less than six (6) months with photograph.
- An original, valid, unexpired out of state driver's license.
- An original, valid, current, unexpired U. S. Military ID Card.
- U. S. Military Retiree Card or Uniform Service Identification Privilege Card (DD 1173) with current photograph.
- An original, valid, current, unexpired or legally extended United States passport with current photograph.

12. Proof of Unemployment Compensation

- Check stub
- Award letter (less than 45 days old)
- Bank Statement showing direct deposit (less than 45 days old)

13. Proof of Worker's Compensation

- Check or Award letter (less than 45 days old)
- Bank Statement showing direct deposit (less than 45 days old)

14. Veteran's Pension

- Check or Award letter (less than 45 days old)
- Bank Statement showing direct deposit (less than 45 days old)

15. Pension

- Check or Award letter (less than 45 days old)
- Bank Statement showing direct deposit (less than 45 days old)

16. Dividends, Interest, or Other Income

- Statements or Notifications from Bank or Financial Institution (less than 45 days old)

17. Net Income from rental property

- Income tax records
- Applicant's records

18. Net Income from boarders

- Income tax records
- Applicant's records

19. Child Care Provider

- To change your child care provider, please submit in writing:
 - Name of previous provider and last date of attendance
 - Name of new provider and first date of attendance
- To add a child care provider, please submit in writing:
 - Provider's name
 - Child(ren) attending
 - First date of attendance (Connect Child Care Resource and Referral can only begin services five days prior to the date we receive your request)
- To add a secondary child care provider, please submit in writing:
 - Provider's name
 - Child(ren) attending
 - First date of attendance (Connect Child Care Resource and Referral can only begin services five days prior to the date we receive your request)

- Letter indicating your need for a secondary provider, to be approved by a supervisor.