

INSTRUCTIONS FOR CLIENT FORMS

- Date and sign **APPLICATION CHECKLIST**
- On **APPLICATION** put Last Name on Applicant's Family Name
Fill in ALL information except lower box on right. Just sign and date in that box.
- Read **CLIENT RESPONSIBILITIES AND AGREEMENT** carefully and initial after each statement. Sign and date on Client Signature.
- Read bottom of **INCOME DOCUMENTATION**. **Do NOT fill in this form.**
Just answer the bottom YES or NO and sign.
- Read **PARENT/GUARDIAN PROVIDER AGREEMENT** carefully then sign and date.
- **ATTENDANCE VERIFICATION AGREEMENT** must be signed and dated by the client and the provider.

ALSO NEED:

- Check stubs for everyone employed in household
- Letter from employer stating **specific** days, hours and rate of pay
- Proof of **physical address** such as utility bill, etc.
- Tribal card and/or CDIB
- Social security cards for everyone
- Birth certificates for children
- Immunization for children (must be up-to-date)

If self-employed:

- Notarized form stating monthly income
- Income tax returns for **FY 2009**