Montgomery County
Department of Health and Human Services
Child Care Subsidy Programs
7300 Calhoun Place, Suite 700, Rockville MD 20855

The Working Parents Assistance Program, a child care subsidy Program funded by Montgomery County Government, may be able to help you.
The following is a list of documents that must be returned with your application to make it complete. Please note that other documents may be required in order to make the eligibility decision:

- ▶ Proof of Montgomery County residency, such as driver's license with current address, lease or utility bill.

- ▶ For non-U.S. citizens, eligibility is based on citizenship of the child(ren).

- ▶ Social Security numbers

- ▶ Proof of identity, such as social security card, birth certificate or any unexpired government issued document such as a passport or driver's license.

- ▶ Pay stubs for the most recent consecutive four weeks; or if a new job, a letter on company letterhead which includes start date, rate of pay, number of hours and work schedule.

- ▶ An official class schedule if attending high school or undergraduate college. A receipt to verify tuition paid is also required for undergraduate college students.

- ▶ If enrolled in a training program, a letter from the program's staff on their letterhead that confirms enrollment, the start and end dates and the actual days and hours of training.

- ▶ An award letter if receiving SSI or SSA benefits from the Social Security Administration.

- ▶ Copy of your most recent tax return – federal form 1040 with W-2's.

- ▶ Verification of income from child support payments, either proof of court ordered or an official WPA voluntary child support must be provided from all absent parents, along with proof of address and checks.

- ▶ Official proof of any additional income.

- ▶ For two-parent households, documents are required for both parents.

For additional information, call 240-777-1155; 240-777-1177; TTY: 240-777-1009 or visit:
https://www.montgomerycountymd.gov/wpa
Obtain an application by phone, in person or on-line at the above web address.