



Required Documents for Caregiver Subsidy Applications (GCP and CRCP)

1. **Proof of relationship with the child(ren)** (i.e., Proof that you're the Child(ren)'s grandparent, great-grandparent, great aunt, great uncle, adult brother, sister, aunt, uncle, niece, nephew, or cousin). Proof of relationship is two-fold. First the caregiver must prove a relationship between themselves and the parent and, second, a relationship between the parent and the child to whom the subsidy will be granted. Proof of the relationship is by one or more of the following:

- Birth certificate or decree of adoption
- Court determination of paternity
- Acknowledgement of Paternity (AOP)
- Child Support Agreement or Court Order
- Proof that parents were married at time of child's conception or birth
- Marriage certificate or proof of common law marriage
- DNA test results

2. **Proof that you are the child(ren)'s primary caregiver** by one of the following:

- A court order, signed by a judge, granting you custody of the child; or
- A court order, signed by a judge, granting you standby guardianship of the child, pursuant to D.C. Code §§ 16-4801–4810; or
- A decree, signed by a judge, stating that you have adopted the child.

If you do not have any of the above documents, you may still qualify by providing one of the following:

- Records showing that you enrolled the child in school the most recent school year or that you are the primary educational contact for the child; or
- Immunizations or medical records, no more than two years old, indicating that you are tending to the child's medical needs; or
- Proof that you have received either SSI or TANF for the child; or
- A letter from any legal, medical, military, law enforcement, social service or similar professional, or your landlord describing your status in caring for the child.
- AND stating why the parents are unable to care for the child(ren)

3. **Proof that you applied for TANF benefits** on behalf of the child(ren) through the District of Columbia Department of Human Services.

4. **Proof of residence** by providing the following documents:

- Driver's license or Government-issued ID **AND**
- A copy of a lease or mortgage

5. **Proof of household income** (i.e., proof of the income of every individual who resides in my house). For proof of income, we will only accept:

- A tax return no more than one year old
- Three most recent pay stubs
- Social security, annuity, or retirement statements and W2 forms
- If you are claiming that you have no income and cannot provide one of the approved forms for proof, you can submit a sworn statement that you have no income.

6. After submitting the online application, **you will be provided instructions on:**

- Completing an application for a Child Protection Register check for each adult who resides in your home including yourself.
- Scheduling an appointment for fingerprinting at our office to conduct an FBI Check and local police clearance.
- All adults (anyone 18 years or older) must complete both the Child Protection Register check and FBI/local police check.