



Income Verification

Ensuring accurate income determination is crucial for both eligibility verification and subsidy rate calculation. Here is what you need to know about the income verification portion of your reauthorization application.

Income Reporting

Applicants will be required to report the total income for up to two adult household members who are either a parent, spouse of a parent, or caregiver of a child intended to receive the subsidy.

To ensure a smooth reauthorization process, please make sure that all documents you plan to submit meet the following requirements:

- **Complete Information:** All documents must be complete and include the name of the applicant or second adult in the household.
- **Date Inclusion:** Documents must clearly show the dates they pertain to.

These requirements help us verify your income accurately and process your reauthorization efficiently.

Documentation Required

Applicants will be able to identify the sources of their household income and upload the documentation required for each income source. All income sources will need to be indicated and documented.

Income Source	Documentation Required
Employment income - W-2 / 1099	<ul style="list-style-type: none"> • Last two months of pay stubs from all jobs • OR, a pay statement for the last 2 months of income if the applicant is a driver or delivery person for an app-based company. • OR, employer letter from new job dated within 60 days of the application. The letter should include start date, hours worked, and wage
Self-employment income, capital gains income, dividend income (from stocks), interest income, royalty income	<ul style="list-style-type: none"> • The applicant will need to complete a declaration of self-employment income which may include: <ul style="list-style-type: none"> • Tax Form 1040 • Schedule 1 • Form 1065 • Schedule K-1 • Schedule C (or EZ) • Form 1120 (or S) • Profit and Loss Statement for the last 3 months • Pay stubs from earned income for the past 3 months
Disability insurance- SSI/SSDI	<ul style="list-style-type: none"> • Current award letter
Student financial aid	<ul style="list-style-type: none"> • Financial Aid Award Letter • Work Study- Award letter or supervisor letter including hours/wage
TANF or other cash benefits (such as unemployment insurance)	<ul style="list-style-type: none"> • Current award letter
Rental income	<ul style="list-style-type: none"> • Schedule E tax documents from most recent tax year
Child Support (received)	<ul style="list-style-type: none"> • Receipts of amounts received
Works jobs for cash	<ul style="list-style-type: none"> • Statement in Reauthorization Application
Other income	<ul style="list-style-type: none"> • Statement in Reauthorization Application

Make sure to gather your documentation and get ready to submit it through your portal to ensure a smooth reauthorization process for the Best Starts for Kids Child Care Subsidy!



Need Assistance?

Families are encouraged to reach out to the Family Access and Support (FAS) Team for support throughout the reauthorization process.

- support@bskchildcare.org
- (206) 208 - 6865

