

**ALBANY COUNTY APPLICATION FOR CHILD CARE SUBSIDY ASSISTANCE**  
**GENERAL INSTRUCTIONS**

1. **Application:** Complete fully and sign and date the enclosed application (page 5)
2. **Questionnaire:** Answer all questions in full, sign and date
3. **Submit verification of ALL household income** -- specifically:
  - A. Copy of last 12 weeks' pay stubs or the enclosed employer's form for each parent/adult;
  - B. Copies of Social Security/SSI award letters;
  - C. Copies of all current child support orders, child care orders and alimony orders;
  - D. Verification of any other household income
4. **Verification from your place of employment what your work schedule is**
5. **Submit Child Care Provider information:**
  - A. A statement letter from a licensed provider listing the **start date and cost of care**, or;
  - B. **Call 518-447-7435 if you have someone to watch your child**; an enrollment packet will need to be completed and approved by Brightside Up, Inc.
6. **Verification of your residence:** submit a copy of your current lease or current utility bill
7. **Copies of birth certificates for all children in the household**
8. **Identification for all parents/adults in the household:** photo id, social security cards or birth certificates
9. **Self-Attestation Absent Parent form completed in full, signed and dated**

**This application and all other documents may be submitted in any of the following ways:**

- Scanned and emailed to: [DSSCCSU@albanycountyny.gov](mailto:DSSCCSU@albanycountyny.gov)
- Faxed to: 518-447-7664, attention Daycare Application Unit
- Mailed in the enclosed envelope

If you have any questions please call **518-447-7435**.

Thank you,

Albany County Child Care Subsidy Unit

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