



CAYUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

Raymond Bizzari, Director
Community Services

Christine Bianco, Deputy Director
Social Services

Dear Parent:

Enclosed are the forms that you must complete for us to determine your eligibility for the Day Care Subsidy program. You need to do the following:

Enclosed (Check√)
(Please print clearly when filling out these forms)

- (1) Complete, sign and date the application
- (2) Complete the Provider Information Form
- (3) Read, sign and date the Parent Signature Day Care Letter
- (4) Make copies of your last six (6) weeks of pay stubs, *OR - if you are just starting work*, a statement from your employer on letterhead stationery showing your start date, the number of hours per week you work and the amount per hour you earn. **SEE BELOW**
- (5) Provide residence verification. For Example: a Shelter Verification Form (completed by your landlord), a copy of your lease, *or if you own your home*: a copy of your utility bill or mortgage statement.
- (6) If you are attending high school, we need a letter from the school Guidance Office verifying that you are a student.
- (7) If you are attending an approved* certificate program through the BOCES Adult Education Program, we need a letter from your instructor or the director verifying your enrollment and attendance.
** Please contact this Agency for information on which certificate programs are approved.*
- (8) A copy of your current child support court order

Once you have completed and collected this information, please return it to Cayuga County Department of Social Services, 160 Genesee Street, Auburn, NY 13021. Please mark “**Attention Day Care, Second Floor**” clearly on the envelope and be sure to affix enough postage.

If you have any questions, please contact the Day Care Unit at 253-1539 or 253-1218.

Very truly yours,

The Day Care Unit

**WHEN WE RECEIVE YOUR APPLICATION PACKET – IF ANY
OF THE REQUIRED INFORMATION IS MISSING OR
INCOMPLETE, YOU WILL BE DENIED.**

Cayuga County Department of Social Services - 160 Genesee Street – Auburn, N.Y. 13021

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