

Child Support Services Application Requirements and Necessary Documents

You will be required to cooperate with Child Support Services within thirty (30) days from the date of your childcare is approval. It is imperative that you come into the Child Support office at: 3500 Illinois St. Suite 1300 to complete a CSS application and provide all necessary documentation prior to the thirty (30) day period to prevent an interruption with your childcare assistance.

- Completed application for each child in the household you have requested childcare, one application for each non-custodial parent.
- Current state issued photo identification
- All court orders associated to child(ren) listed on application (if applicable)
- Birth certificate for child(ren) only
 - Notarized Paternity Affidavit, if paternity not established.
- Social Security Cards (if available)

Please note other document requests may be made by Child Support Services depending on the required actions of the child support case.

Applications are processed within 20 days from date of receipt in our office. **To avoid any interruptions with care it is advised to submit your application as soon as possible.** Please contact Child Support Services at 303-271-4300, if you have any questions.

If you have a current or previous domestic violence situation or you are a teen parent, please complete and sign the attached State prescribed form and return it to your Childcare Worker.

Applicant Signature