MONTGOMERY COUNTY

DEPARTMENT OF JOB AND FAMILY SERVICES

JOB CENTER

1111 South Edwin C. Moses
Dayton, Ohio 45422

www.mcohio.org

COUNTY COMMISSIONERS
Charles J. Curran
Deborah A. Lieberman
Vicki D. Pegg

COUNTY ADMINISTRATOR
Deborah A. Feldman

DEPARTMENT DIRECTOR
Dannetta Graves

Child Care Application Checklist

Please help us process your application quickly. Read, complete, sign and return the forms and verifications listed below. Check the boxes as you collect this information and finish each step.

Items to return:

: **Child Care Application (ODHS 1138):**
- 9 Complete all sections.
- 9 Sign the form (original signature; no faxed signatures accepted).

: **Employment Verification Form (if you are employed):**
- 9 Sign the Release of Information Section.
- 9 ***Only*** your employer should complete and sign the form.
- 9 **Or last 6 current pay stubs are required if currently working.**

: **Training Verification Form (if you are in school):**
- 9 Sign the Release of Information Section.
- 9 ***Only*** school/training personnel should complete and sign the form.
- 9 Return your school schedule with zero fee balance. *(Note: If your school does not issue these, a statement of good standing is acceptable.)*

: **Rights and Responsibilities Form:**
- 9 Please read carefully and sign.
- 9 Keep one copy for your records.

: **Application for Child Support:**
- 9 This is not required if you are currently receiving Ohio Works First (OWF) cash assistance.

: **Provider Choice:**
- 9 Choose a provider or center who has a contract with Montgomery County to provide services.
- 9 Verify that the provider has an opening on the days/times you require services.
- 9 Visit the provider or center and complete their registration process.
- 9 Enter on page 3 of application.

Note: You may be asked to submit additional verifications upon review of your application.

Where to return these items:

Montgomery County Department of Job and Family Services
Job Center
1111 S. Edwin C. Moses Blvd.
Dayton, Ohio 43422
ATTN: Child Care Unit - Yellow C

When to return these items: **Please return by _____.**

Questions? Call your Eligibility/Employment Specialist. Or, call the Child Care Unit at **496-7759.**