

Quality Rated Subsidy Grant Eligibility Packet Checklist

The following checklist is designed to ensure that all required documentation is provided. This checklist must be included in each child's enrollment file.

Do You Have Everything?

- Quality Rated Subsidy Grant Application
 - Application Status is marked.
 - Application is completed in its entirety.
 - Parent has answered if the other parent lives in the household.
 - Parent has answered whether they have received CAPS services.
 - All children under 18 years in family unit are listed.
 - All income information is answered.
 - All Rights and Responsibilities are checked.
 - Original signatures and dates are present.
- Verification of Identity
- Verification of Social Security Number (if the number was provided on the Application)
- Verification of Georgia Residency
- Verification of Child's Age and Citizenship
- Verification of State-Approved Activity (as applicable)
 - Check stubs for most recent 4 weeks showing # of hours worked
 - Statement from employer
 - Enrollment notice from school/vocational training registrar
- Verification of Income (as applicable)
 - Verification of Earned Income
 - Verification of Unearned Income
 - Income Eligibility Worksheet (Initial/Renewal)
- Quality Rated Subsidy Grant Enrollment Notification Form
- Quality Rated Subsidy Grant Orientation Completion Notice

Child's Name: _____

Parent(s) Name: _____

Program Name: _____ License Number: _____

QRSG Program Admin.: _____