



Document Checklist for Parent Application- Updated 10.28.20

CARES 3 applicants are eligible for this scholarship if they meet these requirements:

1. At least 1 financially responsible caregiver (parent/guardian) is an essential worker who is required to work outside the home for at least 20 hours per week.
2. The overall gross family income is 300 % of the federal poverty level or below.

Caretaker A (Person completing the application) will need to submit:

- 1) Letter, on official letterhead, which includes:

Confirmation of work as an essential employee that is required to work outside of the home

Income

Average weekly hours worked

- 2) Recent Paystub
- 3) Employer letter with the above information OR a recent paystub for Caretaker B ("Second Financially Responsible Caretaker")*
- 4) Current Child Care Subsidy Co-Pay Documentation (if applicable)

*This person does not have to be classified as an essential worker