

# State of New Mexico Children, Youth and Families Department



## Early Childhood Services Child Care Services Bureau

The CYFD Child Care Services Bureau provides families in New Mexico with assistance for the cost of child care. The CYFD Child Care Services Bureau also works jointly with the Office of Child Development and Family Nutrition Bureau to ensure quality child care through licensure and registration of child care providers.

The Child Care Assistance Program offers assistance with the costs of child care based on the size of your family and your family's income. The assistance payment will be issued directly to the child care provider. You may be responsible for a co-payment based on your need determination. Please visit or contact your local Child Care Assistance Office to determine eligibility or if you have any further questions. If you currently have an open case, please make sure you call your caseworker to schedule an appointment to re-certify prior to the expiration date of your current contract agreement. All changes need to be reported within 14 calendar days from the date of change.

In order to prevent any untimely delays in your case, it is very important that you bring the following information with you. **PLEASE NOTE:** If you do not provide the following information, your application for child care may be denied and you will have to apply again. Your child care assistance will not begin until all necessary information is received

- 6-8 weeks of your most current pay stubs. This includes your spouse's, boyfriend or girlfriend's income as well
- If you have been employed for less than 2 months, you must bring a letter from your employer stating the date you began working, number of hours per week you work, your hourly wage, and how often you are paid
- Your photo ID such as a driver's license
- ALL FAMILY MEMBERS social security cards
- Child(ren) birth or baptismal certificates
- Class Schedule, if any parent is attending school
- Proof of Child Support, if applicable. (Copy of check or money order). This also includes any payments made on your behalf in lieu of child support and any other unearned income such as workstudy, student loans, social security benefits, etc. (Due to your personal situation, we may need additional verification not listed here and we may ask for it during your interview based upon you individual circumstances).
- Child Care Providers information. Full name, copy of their social security card and driver's license, also a copy of the Self Certification Day Care Home Registration if they are registered with the Food Program. If they are not registered, they will need to do so. **PLEASE NOTE:** Your child care provider must be 18 years of age or older and a resident of New Mexico.