Department of Veterans Affairs

CHILD CARE SUBSIDY PROGRAM DOCUMENTATION CHECKLIST

NAME OF EMPLOYEE	NAME OF STATION	STATION NO.	DATE

NAME OF HUMAN RESOURCES SPECIALIST COMPLETING THIS FORM	OFFICE TELEPHONE NUMBER	E-MAIL ADDRESS

INSTRUCTIONS: Complete the checklist below to verify the completion and receipt of all required information with an "X" in the "VERIFIED" column. All required information must be received before the application package is forwarded to VA Child Care Subsidy Program Office (05CCSP). **Applications that are not fully completed or do not contain the information listed below will not be processed and will be returned to the applicant through the submitting Human Resources office.** ***NOTE:*** *Please retain a copy of this document and the employee's Application Package for your records.*

INFORMATION REQUIRED FROM EMPLOYEE	VERIFIED
VA FORM 0730a, CHILD CARE SUBSIDY APPLICATION	
• SECTION I, PARENT/GUARDIAN INFORMATION - ALL REQUIRED INFORMATION FIELDS COMPLETED	
• SECTION II, CHILD INFORMATION - ALL REQUIRED INFORMATION FIELDS COMPLETED	
- THE EMPLOYEE INDICATES RECEIPT OF ANOTHER SUBSIDY; THE AMOUNT INDICATED IS THE SAME ON VA FORM 0730b	
- THE WEEKLY CHILD CARE COST IS THE SAME AMOUNT INDICATED ON VA FORM 0730b	
• SECTION III, SIGNATURE AND CERTIFICATION OF PARENT/LEGAL GUARDIAN - ALL REQUIRED INFORMATION FIELDS COMPLETED	
VA FORM 0730b, CHILD CARE PROVIDER INFORMATION	
• PART I, PARENT INFORMATION - ALL REQUIRED INFORMATION FIELDS COMPLETED	
• PART II, PROVIDER INFORMATION - ALL REQUIRED INFORMATION FIELDS COMPLETED	
• PART III, CHILD INFORMATION - ALL REQUIRED INFORMATION FIELDS COMPLETED	
- THE EMPLOYEE INDICATES RECEIPT OF ANOTHER SUBSIDY; THE AMOUNT INDICATED IS THE SAME ON VA FORM 0730a	
- THE WEEKLY CHILD CARE COST IS THE SAME AMOUNT INDICATED ON VA FORM 0730a	
• PART IV, CERTIFICATION AND SIGNATURE OF PROVIDER - ALL REQUIRED INFORMATION FIELDS COMPLETED	
• FORM 0730b IS INCLUDED FOR EACH CHILD CARE PROVIDER	
CERTIFIED COPY OF BIRTH CERTIFICATES FOR EACH CHILD	
COPY OF LAST TWO (2) EARNINGS AND LEAVE STATEMENTS OR COPY OF APPOINTMENT LETTER	
• CHILD(REN) ADOPTED, COPY OF ADOPTION DECREE	
• EMPLOYEE IS THE FOSTER PARENT OR LEGAL GUARDIAN, COPY OF DESIGNATION OF LEGAL GUARDIANSHIP	
COPY OF EMPLOYEE'S MOST RECENT FEDERAL TAX RETURN(S) *(IRS Form 1040)*	
• EMPLOYEE SIGNED AND DATED TAX RETURN *(Spouse's signature must be included on joint tax return)*	
• EMPLOYEE AND SPOUSE FILED SEPARATE TAX RETURNS, COPY OF SPOUSE'S SIGNED AND DATED RETURN INCLUDED	
COPY OF MOST RECENT W-2(S) *(Also for spouse if applicable)*	
• EMPLOYEE AND/OR EMPLOYEE'S SPOUSE AFFIDAVIT OF UNEMPLOYMENT DURING THE TAX YEAR	
SF 50, NOTICE OF PERSONNEL ACTION	

Supersedes VA Form 0730d, JUL 2010, which will not be used.

INFORMATION REQUIRED FROM CHILD CARE PROVIDER	
COPY OF CURRENT CHILD CARE LICENSE PROVIDED	
COPY OF WRITTEN SCHEDULE OF FEES FOR SERVICES PROVIDED	

COMMENTS

I CERTIFY THAT THE EMPLOYEE'S APPLICATION PACKAGE IS COMPLETE - SIGNATURE OF HUMAN RESOURCES SPECIALIST	DATE

Send completed Application Package to:
Department of Veterans Affairs
VA Child Care Subsidy Program Office (05CCSP)
810 Vermont Ave., NW
Washington, DC 20420