



# FAMILY SIZE VERIFICATION

1340 S. DAMEN CHICAGO, IL 60608 phone: (312) 823-1100 fax: (312) 823-1200

## ***Urgent Information for the Parent/Guardian***

**If we do not receive this completed information within ten business days, your child care case will be denied or cancelled.**

Child Care Case Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

We have received your:

- Child Care Application
- Redetermination
- Add a child form.

***Directions:***

1. Read the definition of "family" on the back of this form.
2. Also read the explanation on the back of this form to learn what documentation you may be required to attach.
3. Then, in the chart below, list the members of your family and attach any applicable documentation. Attach a second chart if your family size is larger than 9.

**However, we need you to verify the size of your family.** On your form, you indicated a family size of \_\_\_\_\_.

First Name	Last Name	M/F	Birthdate	Social Security #	Relationship
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

I certify to the best of my knowledge and belief, the information provided is true, correct and complete. I understand that the information provided will be disclosed only for administrative purposes and that I may be required to verify the information I have provided. I understand that I have the right to appeal and have a fair hearing of a grievance. I understand giving false information or failure to provide correct information can result in referral for prosecution for fraud.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Family = the following people living in your household:**

- Applicant = child(ren)'s biological or adoptive parent or guardian
- Child(ren)'s other biological or adoptive parent or guardian OR Child(ren)'s stepparent
- All biological and adoptive minor children living in the household
- All children living in the household for whom applicant is the legal guardian
- Other persons related by blood or law living in the household, if they are dependent upon the family for **more than 50%** of their support

### ***If you are including additional ADULTS:***

- The adult must be dependent on the family for more than 50% of his/her support.  
**Documentation:**  
Provide proof of the additional adult's residence (copy of a driver's license, state ID, or a copy of a utility bill or lease in his or her name) and documentation that the adult depends on the family for more than 50% of his/her support.

### ***If you are including additional CHILDREN:***

- Include your biological children who are not listed on your active public aid case.  
**Documentation:**  
Provide copies of their birth certificates.
- Include your adoptive children.  
**Documentation:**  
Provide copies of court documentation or updated birth certificates.
- Include children for whom you are the guardian.  
**Documentation:**  
Provide documentation of legal or temporary guardianship if you are not the parent of the child you are adding.

**If you are attempting to include people in your family size that do not fall into the descriptions listed above, please contact Action for Children to determine what documentation to attach. If this is not done, those members will not be included.**