



Eugene Brucker Education Center  
2441 Cardinal Lane, Building L  
San Diego, CA 92123  
(858) 496-8126 Fax (858) 627-7373

## **Fax**

**To:** Central Office CDC Clerk:

**From Employee & Site:**

**Fax:** 858-627-7373

**Page(s):**

**Re:** Recertification of child \_\_\_\_\_

**Date:**

**Please mark box to ensure documents are included in fax:**

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Income Verification for the month preceding the recertification:

- ✓ Payroll Check Stub (MUST have employer's name and pay dates listed on document)
- ✓ Verification of Employment (MUST be completed by employer)
- ✓ Letter from Employer (if applicable)
- ✓ Self-Declaration of Income (if applicable)
- ✓ Self-Declaration of Need (if applicable)

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Single Status Proof

- ✓ Divorce Decree
- ✓ Proof that request for Child Support has been filed, or that you have filed to decline child support
- ✓ Rental Agreement
- ✓ Utility Bills for the residence of the family, indicating Parent is responsible party

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Semester Grades (if applicable)

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Verification form stamped by School Registrar (if applicable) / Training Verification

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Statement of Incapacity (if applicable)

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PK-12 Enrollment form (both sides)

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Previous NOA

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Child Care Data Collection form

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PREVIOUS CD9600 form (page 1 and page 2)

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Seeking Employment

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Parent Release form for both parents listed on the application.

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Proof of Residency in California