



CHILD CARE DEVELOPMENT FUND

Child Care Assistance Program

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Reopen/Renewal Checklist

- **SAVE YOURSELF ANOTHER TRIP & BRING EVERYTHING ON YOUR APPOINTMENT DATE.**
- **FILL OUT YOUR APPLICATION FORM COMPLETELY AND BRING ALL DOCUMENTS REQUESTED. IF YOU DO NOT DO THIS, YOUR APPLICATION WILL NOT BE PROCESSED & YOUR INTERVIEW WILL NOT OCCUR UNLESS YOUR DOCUMENTS ARE COMPLETE. YOU WILL THEN BE RESCHEDULED FOR THE NEXT AVAILABLE DATE.**

RECEIVED

REQUIRED DOCUMENTS TO BRING WITH YOU:

- Child Care Application
- Child Care Provider Data Form
- Client/Provider Separation Clearance Form

Head of Household & Spouse

- Current/Valid Picture ID (Guam's Driver's License, Guam's ID, Work/School ID, Passports, US Naturalization Papers, Permanent Residency Card, INS Form 151 or I-551 (Alien Registration Receipt Card – Green Card), or INS Form I-94 (Arrival/Departure Record)
- Employment Verification & Employment Check stubs (for the last two months prior to application submission), LES (Military Pay stub/statement)
- Child/Alimony support statement/stub
- Pension, VA, stipends, school grants statements
- Job Training or class schedules (after add/drop)
- Mayor's Verification

Child/Children & ALL Household Members

- Immunization Cards for child/children in the household

- **IF YOU ARE UNABLE TO KEEP THIS APPOINTMENT, PLEASE CALL 671-735-7344.**
- **IF YOU DO NOT CALL OR SHOW, YOU WILL NOT BE RESCHEDULED.**
- **IF YOU ARE MORE THAN FIFTEEN MINUTES LATE FOR YOUR APPOINTMENT, IT WILL BE RESCHEDULED.**

You may email the complete packet to : childcare@dphss.guam.gov or deliver to 130 University Dr. Castle Mall Rm. 15, Mangilao Guam 96913

Received by Employee: _____
Print