Rensselaer County Department of Social Services
Day Care Unit
127 Bloomingrove Drive
Troy NY 12180

PLEASE DO THE FOLLOWING TO APPLY FOR DAYCARE:

- Complete the enclosed **"Application"**
- Submit copies of one month's worth of current and consecutive **pay stubs**. If new employment, submit a letter on letterhead from your new employer stating the date you started, your rate of pay, hours per week you will be working, what your scheduled hours will be, and employer's name and contact information.
- Proof of **residency**, for example copy of your lease, utility bill, etc.
- Complete the enclosed **"Day Care Provider"** document
- Send a copy of your most recent **Child Support Court Order**; if you need help or information about pursuing child support please let the day care unit know and we will assist you in this process.
- Submit copies of **birth certificates** for all children in your household
- If you are attending High School or GED classes, please send in a copy of your **school schedule**.
- If you are using a babysitter (legally exempt provider) please call us to request an **"Enrollment Packet"** if it isn't already included.
- If you are using a regulated provider who **has not** worked with Rensselaer County please call to request a **vendor packet**.

The information below may be helpful in establishing court ordered child support:

If you…	**Then call or go to…**
have been on any type of public assistance in the past and DSS set up your support for you…>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	**Toll free child support help line 1-888-208-4485**
have not been on public assistance and have never gone to court for support>>>>>	**270-3761 Family Court 1504 5th Avenue Troy NY 12180**
Have a child 6 weeks or older and need to bring them to court with you	**Please utilize the Children's Center to watch them, located in the basement of the courthouse, while you tend to your court business. For younger children, please provide food and/or bottles.**

We have 30 days to make a determination on your application. If **all** of the above information is not included with your application you will receive a denial.

Should you have any questions please refer to the contact page for your daycare worker's contact information.