

**DC REVISES SUPPORTING DOCUMENTATION REQUIREMENTS FOR
NONPARENTAL CAREGIVERS APPLYING FOR
THE DC CHILD CARE SUBSIDY PROGRAM**

Effective October 1, 2024, a nonparental caregiver may apply for the child care subsidy program if they can prove they are acting *in loco parentis* to the child,¹ meaning they have assumed responsibility for the child’s day-to-day care and supervision. Documentation to prove this legal relationship includes a signed, sworn statement by the applicant or an attestation from a legal, medical, or social service professional. These additional methods for proving the necessary “valid legal relationship” between an applicant and the child are easier than seeking a custody order or other court-issued document establishing custody or guardianship, which were the only methods previously available for applicants.

Section 3.2.2 of the recently issued DC Child Care Program Policy Manual² provides the following new options for supporting documentation to verify the legal relationship:

1. Signed, sworn statement by applicant:

- ◆ A [handwritten or typed] signed, sworn statement by the applicant that they have assumed responsibility for the day-to-day care and supervision of the child.
- ◆ While the Policy Manual does not indicate what is required to be included in the statement, the following information would likely be necessary:
 - Applicant’s name and date of birth
 - Applicant’s Address
 - Child’s name and date of birth
 - Applicant’s relationship to the child
 - Date applicant began living with the child and assumed responsibility for their day-to-day care and supervision
 - Reason why the parent, legal custodian or legal guardian does not supply day-to-day care and supervision of the child;
 - Concluding language similar to the following: “I swear and affirm that (1) I am acting *in loco parentis* to the child because I have assumed the day-to-day care and supervision of the child, (2) the parent, legal custodian, or legal guardian is unable to supply such care and support; and

¹ The applicant must have a valid legal relationship with the child(ren) (such as parent, guardian, or adult(s) standing *in loco parentis*). See DC Child Care Program Policy Manual at Section 3.2.1.

² The complete OSSE Child Care Subsidy Program Policy Manual, issued October 2024, can be found here: <https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/DC%20Child%20Care%20Subsidy%20Program%20Policy%20Manual.pdf>

(3) all of the information provided in this statement is true to the best of my knowledge and belief.”

- ◆ The applicant must sign and date the statement.
- ◆ A form statement is attached.

2. Attestation by professional:

- ◆ Must be on business letterhead
- ◆ Must be completed and signed by a legal, medical, or social service professional within the last 12 months
- ◆ Must identify the applicant as the adult who has assumed responsibility for the day-to-day care and supervision of the child.

3. Previously-allowed documentation:

- ◆ The additional types of documentation allowed as of October 1, 2024 do not displace other previously-permitted documentation to prove legal relationship, which include:
 - Child’s birth certificate including the name of the applicant as parent;
 - A current and valid adoption, custody order, or other court-issued document establishing guardianship; or
 - Documentation from a federal or DC Government agency proving the applicant’s relationship to the child, including receiving benefits on behalf of the child (such as an admission form from DHS; documentation of payment from TANF including the child’s name on the statement; a letter verifying Social Security, Veterans’ Benefits, child support, or any other benefit received by the applicant on behalf of a child) issued within the last 12 months.

DC CHILD CARE PROGRAM SUBSIDY STATEMENT OF NONPARENTAL CAREGIVING RELATIONSHIP

Use this form to verify, in accordance with Section 3.2.3 of the DC Child Care Subsidy Program Policy Manual, that a nonparental caregiver applicant is acting *in loco parentis* to the child because they have assumed the day-to-day care and supervision of the child.

Step One: Provide information about your Caregiving Relationship to the Child.			
Child First Name:	Child Last Name:		
Caregiver First Name:	Caregiver Last Name:		
Caregiver Address:			Apt#:
City:	State:	ZIP:	
Relationship to child	Date child started residing with caregiver:		
Verify Caregiving status (check all that apply): <input type="checkbox"/> I provide day-to-day care for the child <input type="checkbox"/> I provide supervision for the child <input type="checkbox"/> Child resides with me, the primary caregiver			
Step Two: Provide information about the parent/legal custodian/legal guardian.			
Full Name of Parent/Legal Custodian/Guardian:			
Address of Parent/Legal Custodian/Guardian:			
City:	State:	ZIP:	Phone:
The parent, legal custodian/guardian is unable to provide primary care and substantial support because of the following (check any that apply): <input type="checkbox"/> he/she has an active military assignment <input type="checkbox"/> he/she suffers from a serious illness <input type="checkbox"/> he/she is deceased <input type="checkbox"/> he/she is experiencing loss of habitability <input type="checkbox"/> he/she is incarcerated <input type="checkbox"/> he/she does not live with the child due to neglect and/or abuse <input type="checkbox"/> he/she has abandoned the child <input type="checkbox"/> he/she is unavailable due to deportation <input type="checkbox"/> Other: _____			
Step Three: Confirmation of <i>In Loco Parentis</i> Status.			

By signing below, I swear and affirm that (1) I am acting *in loco parentis* to the child because I have assumed the day-to-day care and supervision for the child, (2) the parent, legal custodian, or legal guardian is unable to supply such care and support; and (3) all of the information provided in this statement is true to the best of my knowledge and belief.

Caregiver SIGN HERE: _____ **Date:** _____