

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Application for Close Relative Caregiver Pilot Program (CRCP) Subsidy

Instructions

1. This application must be completed and signed by the person who is applying for a subsidy under the Close Relative Caregiver Program (CRCP). CFSA staff is available to help those who need assistance to complete the form.
2. When this application uses the term “child(ren)”, it means the child or children on whose behalf the applicant is applying for the subsidy.
3. Provide proof of relationship with the child by one of the following:
 - Birth certificate(s) or decree of adoption
 - Court determination of paternity
 - [Acknowledgement of Paternity \(AOP\)](#)
 - Child Support Agreement or Court Order
 - Marriage certificate, proof of common law marriage, or domestic partnership
 - DNA test results
4. Include proof that you are the child’s primary caregiver by one of the following:
 - A court order, signed by a judge, granting you custody of the child; or
 - A court order, signed by a judge, granting you standby guardianship of the child, pursuant to D.C. Code §§ 16-4801–4810; or
 - A decree, signed by a judge, stating that you have adopted the child.

If you do not have any of the above documents, you may still qualify by providing one of the following:

- Records showing that you enrolled the child in school the most recent school year or that you are the primary educational contact for the child; or
- Immunizations or medical records, no more than two years old, indicating that you are tending to the child’s medical needs; or
- Proof that you have received either SSI or TANF for the child; or
- A letter from any legal, medical, military, law enforcement, social service or similar professional, or your landlord describing your status in caring for the child.

AND

- Completing the checklist on page two of the application, stating why the parents are unable to care for the child(ren).
5. CFSA will send you a dedicated web link that will enable you to upload the application and required attachments.



6. All adults (anyone 18 years or older) residing in your home must complete the clearance process which includes three checks: an FBI check, a local police clearance and a Child Protection Register Check. We conduct the entire clearance process at the CFSA office. **The adults in your home must each schedule an appointment to come to our office for fingerprinting. You can make this appointment by calling us at 1-866-FAMKIN1.** There is no cost to you for fingerprinting.
7. Included with your email is a “Child Protection Register Check” form. This form must be completed by each adult living in the home and is used to determine if the applicant has been accused of child abuse or neglect. The applicant must sign the form, either by hand or by electronic signature.
8. **You can upload the application and all documents using the dedicated link provided to you in the email from CFSA or you may mail them to:**

DC Child and Family Services Agency
Grandparent Caregivers Program
200 I Street, SE
Washington, DC 20003
9. For further instructions on submitting documents and/or technical assistance, please call 1-866-FAMKIN1.

NOTE: If you submit an incomplete application package you will receive a letter listing what information is missing. Failure to complete your application within 30 days of the date of that letter may result in your application being closed.

For more information about the Close Relative Caregiver Program, please review the attached [Frequently Asked Questions \(FAQs\)](#) or call 1-866-FAMKIN1 and ask for the Close Relative Caregiver Program staff.

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I. Applicant - Provide the following information about yourself (the person applying for the subsidy).

Name (first, middle, last)					
Street Address (apartment #)					Ward
City, State, Zip					
Email address					
Home Phone		Work Phone		Cell Phone	
Date of Birth		Social Security Number		Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
I am the child's adult	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	<input type="checkbox"/> Aunt <input type="checkbox"/> Uncle	<input type="checkbox"/> Niece <input type="checkbox"/> Nephew	<input type="checkbox"/> Cousin	<input type="checkbox"/> Other:
Have you ever applied for this program before?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Referred by					
Income	List the total MONTHLY income for the entire household. Include the sources (e.g., TANF, Social Security, employment, annuities, and any other money) in the tables below.				

II. Child(ren) Provide the following information concerning the child(ren) on whose behalf you are applying for the subsidy. Use additional sheets if necessary.

Name (last, first, middle)	Date of Birth	Gender	Monthly Income	Source of Income

III. Other individuals You must provide the following information for EVERY INDIVIDUAL RESIDING IN YOUR HOME other than yourself and the child(ren) for whom you are applying.

Name (last, first, middle)	Date of Birth	Gender	Monthly Income	Source of Income	Relationship to Applicant



IV. Attachments

Please ensure that you have attached each of the following documents to this application:

<input type="checkbox"/>	1. Proof that I am the child's adult brother, sister, aunt, uncle, niece, nephew, or cousin (please see the above Instructions for guidance).
<input type="checkbox"/>	2. Proof that I am the child's Primary Caretaker (please see the above Instructions for guidance).
<input type="checkbox"/>	3. Completed applications for Child Protection Register checks for each adult who resides in my home.
<input type="checkbox"/>	4. Proof that I applied for TANF benefits on behalf of the child through the District of Columbia Department of Human Services, Income Maintenance Administration.
<input type="checkbox"/>	5. Proof of household income (i.e., proof of the income of every individual who resides in my house).
<input type="checkbox"/>	6. Proof that I reside in the District of Columbia (e.g., your lease or a bill coming to you at your home address).
<input type="checkbox"/>	7. I have also called the CRCP offices (1-866-FAMKIN1) to schedule fingerprinting appointments for all adults residing in my home.

V. Attestations and Signature

1. Check all that apply:

<input type="checkbox"/>	The child(ren) does/do reside with me.
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AND

<input type="checkbox"/>	The child's parent does not reside in my home.
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OR

<input type="checkbox"/>	The child's parent resides in my home and I have provided proof that I have been designated as the child's standby guardian, or that the parent is a minor enrolled in school, or that the parent is a minor with a medically verifiable disability that prevents him/her from caring for the child.
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2. The parents are unable to care for the child(ren) because (check all that apply for each parent):

	Parent 1		Parent 2
<input type="checkbox"/>	parent is deceased	<input type="checkbox"/>	parent is deceased
<input type="checkbox"/>	parent is incarcerated	<input type="checkbox"/>	parent is incarcerated
<input type="checkbox"/>	parent is seriously ill	<input type="checkbox"/>	parent is seriously ill
<input type="checkbox"/>	parent is on active military assignment	<input type="checkbox"/>	parent is on active military assignment
<input type="checkbox"/>	parent is not caring for the child because of allegations of abuse or neglect	<input type="checkbox"/>	parent is not caring for the child because of allegations of abuse or neglect
<input type="checkbox"/>	parent has not been involved with, has abandoned, or has voluntarily relinquished custody of the child	<input type="checkbox"/>	parent has not been involved with, has abandoned, or has voluntarily relinquished custody of the child

By signing below, I solemnly swear or affirm under penalty of perjury that the statements I have made or information I have provided on and in connection with this form are true and accurate to the best of my knowledge and belief. I understand and acknowledge that if I knowingly make any statement or provide any information that is false, I will be subject to criminal penalties.

Applicant Name (Printed)

Applicant Signature

Date