MINOR CHILD(REN) PRIMARY RESIDENCY SELF DECLARATION INSTRUCTIONS

1. Legal dependents or minor children living with parents/guardians who maintain separate residences can be counted as Household members in only one Household. To determine which Household, CAAs may rely on custodial parent’s/guardian’s declaration of legal custody/guardianship of minor children unless disputed. Note: if more than one absent parent, a separate form must be completed.

2. The Minor Child(ren) Primary Residency Self Declaration will be used if a Household includes a child under 18 (with the exception of a foster child) who:
   a. Lives with an adult Household member who is not the child’s parent but has parental control (provides financial support and/or supervision); or
   b. Lives with parents who maintain separate residences.

3. The Applicant who is the custodial parent/guardian must complete and sign the Self Declaration form. By signing, the Applicant is certifying that the child(ren) listed on the Self Declaration form reside in their home 50% or more of the time, and the amount of any court ordered or agreed upon child support.

4. Custody and primary residency should be explored further if no one in the Household is legally responsible for the minor child(ren) or if the CAA has questions about the information provided by the Applicant. In such cases, the CAA should obtain additional documentation to substantiate the primary residency of the child(ren):
   a. Verification of where the child(ren) are enrolled in school.
   b. Physician’s statement verifying residence on record.
   c. Daycare provider statement.
   d. SNAP household composition letter.

5. Claiming minor children on a tax return does not constitute or substantiate primary residency.

6. The CAA intake worker will fill in:
   a. CAA (agency name)
   b. Primary Applicant Name
   c. Date of Application

7. The Applicant who is the custodial parent/guardian will complete the following:
   a. Applicant (Custodial Parent/Guardian) Name
   b. Absent parent of the child(ren) was court ordered to or agreed to pay - enter amount and check/select how often the support is supposed to be paid.
   c. Name(s) of child(ren) this agreement applies to.
   d. Enter any comments/notes as necessary in the space provided.
   e. Sign and date the document.