

REQUEST TO ACTIVELY SEEK EMPLOYMENT- CENTER BASED

Parent/Guardian Name: _____

I want to actively seek employment on the following days and times.

- I understand that childcare services in a CDSS program can be approved for no more than 5 days per week, for less than 6 hours per day and for less than 30 hours per week.
- I understand that childcare services in a CDE program can be approved for no more than 5 days per week, for less than 10 hours per day and for less than 50 hours per week.
- I understand my Family Eligibility Specialist will review my request and determine the maximum allowable childcare schedule based on the program the child is enrolled in.

Mon _____ am/pm to _____ am/pm

☐ Check this circle if
days and hours vary

Tues _____ am/pm to _____ am/pm

Wed _____ am/pm to _____ am/pm

Thurs _____ am/pm to _____ am/pm

Start Date: _____

Fri _____ am/pm to _____ am/pm

Total Hours Requested: _____

NOTE: Upon gaining/ changing/ increasing your employment please contact your specialist, so your days and/or hours of childcare needs can be reassessed, if you would like to make a change to your childcare schedule. To increase days or hours between certification periods, documentation of need to support the increase and Request for Change form is required. For example, if you gain employment and need more days or hours of childcare services, an Employment Verification and Request for Change form must be submitted. Increases in days/hours will not be backdated.

Short term goals to gain/ change/ increase employment: _____

Long term goals to gain/ change/ increase employment: _____

I swear under penalty of perjury, to the best of my knowledge, that the above information is true and correct.

Parent/ Guardian Signature _____ **Date:** _____

Office Use Only. Explanation, if applicable, why approved certified hours vary from parent request. _____