

REQUEST TO ACTIVELY SEEK EMPLOYMENT

Parent/Guardian Name: _____

I want to actively seek employment on the following days and times. I understand that child care & development services can be approved no more than 5 days per week and for less than 30 hours per week.

Start date: _____

☐ Check this circle if
days and hours vary

Mon _____ am/pm to _____ am/pm

Tues _____ am/pm to _____ am/pm

Wed _____ am/pm to _____ am/pm

Thurs _____ am/pm to _____ am/pm

Fri _____ am/pm to _____ am/pm

NOTE: Family Eligibility Specialist will review request & determine the child care schedule.

Statement of plan to gain employment:

Note: 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 child care services, an Employment Verification and Request for Change form must be submitted. Increases in days/hours will not be backdated.

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

Parent Signature _____ **Date** _____