



REQUEST & PLAN TO SEEK EMPLOYMENT

Child care services for the purpose of seeking employment may occur on no more than 5 days per week and for less than 30 hours per week.

If employed and additional days/hours are needed, Request to Change Services and Employment Verification forms must be submitted to our office. The increase in days/hours will not be effective until documentation is received.

REQUEST TO SEEK EMPLOYMENT

This serves as your request to seek employment. Please write a general description of when child care services are necessary for you to secure, change or increase employment.

Requested schedule:

Start Date: _____

Check if days/hours will vary:

Day	Start and End Time

***NOTE:** Enrollment Specialist will review request and determine the child care schedule.

PLAN TO SEEK EMPLOYMENT

Describe your plan to secure, change or increase employment.

I declare under penalty of perjury that this information is true and correct. I understand that I may be prosecuted for fraud and required to pay any money resulting from false or incorrect information provided herein. Legal action can result in penalties of a fine, imprisonment or both.

Print Parent/Guardian Name

Print Parent/Guardian Name

Date

Seeking Employment Plan

