

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.

REQUEST TO 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:

Day	Start & End Times		
	am/pm	to	am/pm
	am/pm	to	am/pm
	am/pm	to	am/pm
	am/pm	to	am/pm
	am/pm	to	am/pm

Start Date:

Check if days/hours will vary: ☐

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

PLAN TO SEEK EMPLOYMENT

Describe your plan to secure, change or increase employment:

My signature below acknowledges that I understand to increase days or hours between certification periods, documentation of need to support the increase & Request to Change Services form is required. For example, when I gain employment & additional days/hours are needed, I must submit Request to Change Services & Employment Verification forms to the office. I understand that increases will not be backdated.

I swear under penalty of perjury that the information contained in this document is true and correct.

Print Parent/Guardian Name

Parent/Guardian Signature

Date