



Participation Requirements- Seeking Employment

Parents must adhere to the following requirements when the basis of the need for child care is seeking employment. Seeking employment includes activities directly related to the attainment of employment such as interviews, preparation of a resume, and job counseling. A parent is eligible for child care services for not less than twelve (12) or twenty-four (24) months, depending on which program they are enrolled in, less than thirty (30) hours per week and no more than five (5) days per week.

Required Documentation

The following documentation must be submitted for initial certification, at recertification, or when there is a voluntary report of a change:

1. *Statement of Seeking Employment* form, completed and signed by the parent.
2. Documentation of *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification or recertification of eligibility for services or timeframe to report voluntary change/update, as applicable to verify eligibility and family fees.

CHS may request additional documentation to verify days and hours of seeking employment to the extent that the information provided by the parent is insufficient to make a reasonable assessment of income eligibility or need for child care. Incomplete documents will be returned to the parent and considered outstanding. Failure to submit required documentation will be cause for denial or termination of services.

Reporting Changes

The parent is responsible for reporting income that exceeds the 85% income threshold for their family size as identified in the *Schedule of Income Ceilings (85 percent of SMI)*. This document is distributed to parents at certification, recertification, or upon request. Program Specialists identify the maximum adjusted monthly income that a family may earn to remain eligible for services. Parents may at any time voluntarily report changes to reduce their family fee, increase the family's services, or extend the period of eligibility. Parents may also voluntarily request a reduction to their service level with a written request that includes: days and hours per day requested, effective date of proposed reduction of service level, and acknowledgment that you understand that you may retain your current service level.

Child Care

- Child care hours will be approved for no more than five (5) days per week, for less than thirty (30) hours per week, and when the need precludes the supervision of the child(ren).
- If CHS is unable to make a reasonable assessment of need or eligibility based upon the documentation submitted, child care services may be denied or terminated.

By signing below, I certify that I have reviewed, understand, and agree to the requirements listed within this document.

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____