

## Participation Requirements- Employment

Parents must adhere to the following requirements when the basis of the need for child care includes employment. A parent is eligible for child care services for not less than twenty-four (24) months.

### **Required Documentation**

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

#### **If the parent has an employer, the following documentation must be submitted:**

1. *Participation Requirements - Employment*
2. *Employment/Income Verification* form (complete Section 1: Parent Authorization/Release and provide it to your employer to complete Section 2 or return it to CHS).
  - a. A *Declaration, Declaration (Employment)*, or comparable document must be submitted if only Section 1 of the *Employment/ Income Verification* form was completed.
3. 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, (including check stubs or other record of income from the employer), as applicable to verify need for child care, eligibility, and family fees.

#### **If the parent is self-employed, the following documentation must be submitted:**

1. *Participation Requirements - Employment*
2. *Employment/Income Verification* form (complete Section 1: Parent Authorization/Release and provide to your employer to complete Section 2 or return it to CHS), or the *Domestic Services Employment Verification* form (completed by the parent), or the *Verification of Self-Employment* form (completed by the parent).
3. A copy of one or more of the following: appointment logs, client receipts, job logs, mileage logs, a list of clients with contact information, or similar records.
4. As applicable, a copy of a business license, a workspace lease, or a workspace rental agreement.
5. Documentation of *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification, recertification, or voluntary report of a change/update, including as many of the following types of documentation available for employment income:
  - a. A letter from the source of income;
  - b. A copy of the most recently signed and completed tax return with a statement of current estimated income for tax purposes;
  - c. Other business records, such as ledgers, receipts, or business logs.

#### **If the parent is working from home, the following documentation must be submitted:**

1. A written statement (along with any available documentation) providing justification for requesting subsidized child care services based on the type of work being done, and its requirements. The statement must include the age of the family's child for which child care is needed, and, if the child is more than five (5) years old, the specific child care needs.
2. All employment or self-employment documentation as appropriate from the requirements listed in the employer and self-employed sections above.

#### **If the parent is employed as an assistant in a licensed large family child care home and is requesting child care services for the family's child in the same family child care home, the following documentation must be submitted:**

1. *Employment/Income Verification* form (complete Section 1: Parent Authorization/Release and provide it to your employer to complete Section 2 or return it to CHS).
  - a. A *Declaration, Declaration (Employment)*, or comparable document must be submitted if only Section 1 of the *Employment/ Income Verification* form was completed. A copy of the family child care home license indicating it is licensed as a large family child care home.
2. A signed statement from the licensee stating that the parent is the assistant, pursuant to the staffing ratio requirement.

3. Proof that the parent's fingerprints are associated with that licensed family child care home as its assistant.
4. Payroll deductions withheld for the assistant by the licensee, which may be a pay stub.
5. Documentation of *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification, recertification, or change/update (including check stubs or other record of income from the employer), as applicable to verify need for child care, eligibility, and family fees.

CHS will contact employers, contractors, clients, rental/lessors, or other reasonable contacts as needed to verify employment and income information. For new employment, income will only be calculated based on *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification, recertification, or voluntary report of a change/update. CHS may request additional documentation to verify total countable income or days and hours of employment to the extent that the information provided by the parent or the employer 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**

- The nature of the parent's employment must preclude the supervision of the child(ren).
- Child care hours will be approved during hours of employment, plus reasonable travel time. Travel time shall not exceed half of the daily child care hours authorized for employment, with a maximum of 4 hours per day.
- Sleep time may be approved upon request if the parent is employed between the hours of 10:00 p.m. and 6:00 a.m., and shall not exceed the total number of hours authorized between 10:00 p.m. and 6:00 a.m. for employment and travel.
- If CHS is unable to make a reasonable assessment of child care hours needed for self-employment based on the documentation submitted by the parent, the parent must submit additional documentation demonstrating days and hours worked, such as job logs, client receipts, or a detailed *Declaration*.
- 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 (pages 1-2, front & back, of the Participation Requirements - EMPLOYMENT).**

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_