

Hamilton County Department of Job and Family Services Child Care Verification Requirements

For HCJFS to process your application for child care services, you must submit the following verification when it applies to you, your guardian, spouse, or other caretaker-parent in your home.

EMPLOYED

Employment verification must be **no more than six weeks old**.

- ▶ If your employer issues pay checks and you have been employed for more than one month, submit:
 - Four (4) current pay stubs if you are paid weekly.
 - Two (2) current pay stubs if you are paid bi-weekly or semi-monthly.
 - One (1) current pay stub if you are paid monthly.

- ▶ If your employer does **NOT** issue paychecks and you have been employed less than one month, or you are on medical or maternity leave, or you need to clarify a special circumstance, submit an employment verification form or letter from your employer on company letterhead that includes the following:
 - Name and address of employer
 - Employee's name and social security number
 - Employee's date of hire
 - Employee's rate of pay
 - Number of hours employee works per week
 - How often paid
 - Gross Income per pay period
 - Days and hours employee can work
 - How many overtime hours per week
 - How much received in tips per week
 - Date medical leave began, if applicable
 - Exact return date to work, if applicable
 - Verifier's name, position, and telephone
 - Verifier's signature and date

SELF-EMPLOYED

- ▶ Submit a notarized statement that includes: name and address of business, days and hours of operation, business income per month, and business expense per month.
- ▶ If you have been self-employed for more than one year, also submit last year's tax form.

RECEIVE OR PAY CHILD SUPPORT

- ▶ If court ordered in the state of Ohio, we can obtain verification.
- ▶ If court ordered in another state, you must obtain and submit a printout of the last three months of payments.
- ▶ If private arrangements exist, you must submit a notarized statement (or copy of your divorce decree) that verifies the amount received or paid per month.

RECEIVE ANY OTHER INCOME

- ▶ Proof of income is required to explain how you meet basic living expenses (rent, utilities, etc). If you are not employed and do not receive unearned income (examples: social security, unemployment, worker's compensation, cash assistance, etc) you must verify all other means of financial support provided to you. Provide a notarized statement from the party providing the financial support including the amount and frequency.

YOUR CHILD HAS A SPECIAL NEED

- ▶ Submit a letter from a physician, psychiatrist or psychologist who verifies child care is essential to the developmental plan of the child. This verification does not automatically make the child eligible for child care.

OTHER CARETAKER PARENT HAS A SPECIAL NEED (only applicable for two-parent home)

- ▶ Submit a letter from a physician, psychiatrist, or psychologist who verifies the reason the other caretaker parent cannot provide care for the child.

ENROLLED IN SCHOOL / TRAINING

- ▶ Submit an official school schedule, or statement (on school letterhead) signed and dated by a school official which includes the student's name, social security number, dates of enrollment, and the days/ hours scheduled to attend.

ASSIGNED TO AN OHIO WORKS FIRST (OWF) TRAINING ACTIVITY

- ▶ If you receive OWF, your eligibility technician must approve your current activity by updating WPSI or WPLM and WPLS (if you are in the LEAP program).