

Child Care Verification Requirements for New Applications & Reviews

In order to process your application for child care services, you will need to submit the following verification that applies to you, your guardian, spouse, or other caretaker-parent in your home. This is required for all applications and reviews.

EMPLOYED

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 twice monthly.
- One (1) current pay stub if you are paid monthly.

If your employer does **NOT** issue paychecks, or if you have been employed less than one month, or you are on medical or maternity leave, submit an employment verification form or letter from your employer on company letterhead that includes the following:

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| • Name and address of employer | • How many overtime hours per week |
| • Employee's name & SS# | • How much received in tips per week |
| • Employee's date of hire | • Date medical leave began, if applicable |
| • Employee's rate of pay | • Exact return date to work, if applicable |
| • # of hours employee works per week | • Verifier's name, position, telephone |
| • Gross income per pay period | • Verifiers' signature and date |
| • Days and hours employee can work | |

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 are self-employed you must submit last year's tax return including Schedule C.

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 that verifies the last three (3) months of payments.
- If private arrangements exist, you must submit a notarized statement that verifies the amount received or paid per month.

RECEIVE ANY OTHER INCOME NOT LISTED

Provide verification. This includes SSA or SSD.

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 that includes the student's name, and the days and hours scheduled to attend.



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DONALD L. DIXON
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VISIT US ON THE WEB: WWW.BUTLERCOUNTYOHO.ORG/WORKPLACE