

**REQUEST & PLAN TO ACTIVELY SEEK EMPLOYMENT**

**Parent Name:** \_\_\_\_\_

I want to actively seek employment on the following days and times. This serves as my request to seek employment. I am requesting childcare services necessary in order for me to secure, change or increase my employment. I understand that child care and development services for seeking employment can be approved for no more than 5 days per week and for less than 30 hours per week.

Requested Start Date: \_\_\_\_\_

Check if requesting varied scheduled. Days and hours may vary, not to exceed the 5 days listed below and no more than 30 hours a week. Ensure to add days of the week requesting within chart below.

Day of Week	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

**NOTE:** Family Eligibility Specialist will review your request and will determine your approved childcare schedule. Approved childcare schedule will be based on your providers operating hours and your plan to secure, change or increase employment.

**Plan to gain employment. In detail, describe your plan to secure, change or increase employment. I will,**

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**Note:** To increase days or hours between certification periods, documentation of need to support the increase and Request for Change form is required. For example, if you gain employment and need more days or hours of childcare services, an Employment Verification and Request for Change form must be submitted. Increases in days/hours will not be backdated.

I swear under penalty of perjury, to the best of my knowledge, that the above information is correct.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office use only. Explanation, if applicable, of why approved certified hours vary from parent request:**

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