

CLERMONT COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

CHILD CARE CUSTOMER NOTIFICATION

You must notify your Child Care worker if there are any changes in your eligibility status within 10 days. Below is a list of sample situations that could change your eligibility status. **Failing to report any changes within ten days, could result in the termination of your child care services, penalty of fine or imprisonment if convicted of fraud, and/or repayment of ineligible benefits.** To report any changes, call your worker: **Karen Proffitt at 732-7175, Shari Milburn at 732-7170, Jackie Fortner at 732-7463, Sherry Hughes at 732-7211 or Tony DeWar at 732-7164.**

Any changes in your household status that would include any of the following:

- If the number of people living in your home increases or decreases.
- If you move from your present address.
- If any child in your home turns thirteen or eighteen years old.
- If the custody status, shared parenting, or visitation arrangements of your child(ren) changes.
- If you get married, divorced, or change your name.

Any changes in your employment status that include any of the following:

- If you receive an increase or decrease in your household income.
- If the hours you are scheduled to work change.
- If you change employers.
- If you are no longer working for any reason.

Any change in your school or training that would include any of the following:

- If the hours of your school or training change. You must submit a new schedule for every term.
- If you stop or start attending school or training.
- If you change locations of your school or training.

Any changes in other benefits you may receive that would include the following:

- If you stop or start receiving OWF, Social Security, Workman's Compensation, Unemployment Benefits, Child Support, or any other public assistance.

MY SIGNATURE BELOW INDICATES THAT I HAVE RECEIVED A COPY OF THE CHILD CARE PROGRAM PARENT HANDBOOK AND THAT I AM RESPONSIBLE FOR UNDERSTANDING THE INFORMATION AND TO REPORT ANY CHANGES LISTED ABOVE. I ALSO UNDERSTAND I CAN ONLY USE CHILD CARE SERVICES WHILE AT WORK, SCHOOL OR TRAINING AS AUTHORIZED BY MY WORKER.

Signature

Date