

Clermont County Department of Job and Family Services

Child Care Verification Requirements

In order to process your application for child care services, you will need to submit all the following verifications that apply to you, your guardian, your spouse, or other caretaker-parent in your home.

EMPLOYED

- ▶ If your employer issues pay checks and you have been employed for more than one month, submit:
 - Most recent 4 consecutive pay stubs if you are paid weekly.
 - Most recent 2 consecutive pay stubs if you are paid bi-weekly, semi-monthly or monthly.

- ▶ If your employer does **NOT** issue paychecks or you have been employed less than one month, 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 return.

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 six months of payments.
- ▶ If private arrangements exist, you must submit a notarized statement that verifies the amount received or paid per month and includes the absent parents name, address and phone number.

RECEIVE ANY OTHER INCOME NOT LISTED

- ▶ Must be verified by current documentation of benefits or a printout of benefits issued and received.

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, social security number, dates of enrollment, and the days and hours scheduled to attend.
- ▶ If you receive student loans and/or grants, please submit a copy of them.
- ▶ Submit a copy of your self sufficiency plan from the BWRC.
- ▶ Transcripts from all colleges ever attended.

CITIZENSHIP

The caretaker shall provide at least one document showing a birthplace in the U.S. or U.S. citizenship. "U.S. born" refers to an individual born in one of the fifty states, District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, U.S. Virgin Islands, Swain Island or American Samoa. Unless previously documented by Clermont County Department of Job and Family Services.

Clermont County Child Care Program

Fax # (513) 732-7477

Child Care Caseworkers

Tony Dewar – Anthony.Dewar@jfs.ohio.gov 732-7164

Sherry Hughes – Sherry.Hughes@jfs.ohio.gov 732-7211

Eligibility for Child Care

Your eligibility is based on your need for child care services for employment, school/ training, or Workforce activities and your gross income and family size. All income must be reported.

You are required to inform this agency of any changes in your circumstances within ten days from the date the change occurs.

When to Call Your Child Care Eligibility Worker:

- Changes in Employment/income (hours, start/stop/add a job, raise, overtime etc.)
- Changes in School or Training (new/change in schedule, stop attending or graduation, etc.)
- Changes in Workforce activities (self- sufficiency plan, hours, days, etc.)
- Changes in family size (anyone moves in/out, birth of a child, divorce, marriage, etc.)
- Changes in address or phone number
- Prior to changing Child Care providers

What the Child Care Program Will Not Pay:

- Use of your child care services for personal time (doctor, grocery, study time, etc.).
- If you stop working or going to school.
- When the child is with the absent parent.

Hours of Care

Child care services are provided during your verified work, school, training, or Workforce activity hours only, including reasonable travel time. If you are a two-parent family, we will only pay for hours both parents are involved in work, training, or Workforce activities. The last one leaving for work or school should drop off the children and the first one to get off work or school should pick up the children.

Co-Payments

Most families are required to pay a weekly co-payment based on family size and income. All co-payments are paid directly to the child care provider according to a prearranged agreement with the child care provider. Failure to make a co-payment is reason for termination from the program.

Attendance

Your attendance at your provider will be recorded via a swipe card that will be issued to you once your case is approved. Be sure to read all the information/instructions that come with your swipe card as it must be activated upon receipt. Contact your worker with any questions.

Absence Days

An absence day is a day that your child is scheduled and authorized for care and the care would have been provided by your provider had the child attended. The maximum number of absence days paid by the child care program is ten days in a six-month period per child. Each six-month period will be January billing cycle through June billing cycle and July billing cycle through December billing cycle. Please keep in mind that you will be required to pay the child care provider fees charged for absentee days that exceed the allowable number.