



Workforce Solutions Child Care Services

1213 13th Street, Lubbock, TX 79401

744-3572 or 800-658-6284

To Human Resources, Payroll Department or Direct Supervisor:

This form is being given to you by a parent/caretaker who needs confirmation of employment and income so that his/her family's eligibility for child care assistance may be determined. Please fill out the information below, the chart on the back and sign the form. It is the parent's responsibility to return this form to Child Care Services.

Name of Parent/Caretaker: _____

Social Security Number: _____ Hire Date _____

Employer/Business Name _____ Telephone _____

Work Schedule (Use the chart on the back of this page. Days of the week and times of day are required.)

Scheduled number of hours per week: _____ Rate of pay: _____

Number of hours of overtime per week: _____ Rate of pay: _____

Number of hours with shift deferential per week: _____ Additional pay: _____

Commission: weekly _____ monthly _____ Bonus: weekly _____ monthly _____

Pay periods are weekly _____, every 2 weeks _____, twice a month _____, monthly _____, other (specify) _____

For the last 3 pay periods:

Period ending _____ Number of hours worked _____ Gross pay _____

Period ending _____ Number of hours worked _____ Gross pay _____

Period ending _____ Number of hours worked _____ Gross pay _____

Was there any vacation time or unusual circumstances during any of the last three pay periods? _____

Information provided by: _____

Signature: _____ Title: _____

Direct Telephone Number: _____ In case we have any questions about the above information.

I understand that this form may be used only once. Future verification must be copies of check stubs and work schedules. Parent's signature: _____



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Work schedule for _____

Is this schedule permanent? ____ If not, please explain. _____

Schedule for the week of _____ .

	CLOCK IN	CLOCK OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Schedule for the week of _____ .

	CLOCK IN	CLOCK OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Schedule for the week of _____ .

	CLOCK IN	CLOCK OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		