

## Seeking Employment Agreement

Case Name: \_\_\_\_\_ Counselor Initials \_\_\_\_\_

Parent and/or Guardian Requesting to Seek Employment: \_\_\_\_\_

I understand that in order to be eligible or continue eligibility for subsidized child care, I am obligated to meet the following conditions as set forth by Choices for Children.

- My seeking time will begin: \_\_\_/\_\_\_/\_\_\_ and will end: \_\_\_/\_\_\_/\_\_\_, unless I notify my counselor of any changes.
- I may use up to **sixty (60) consecutive working days** to seek employment in each fiscal year period from July 1<sup>st</sup> through June 30<sup>th</sup>.
- I may seek employment no more than **5 days during a week and for less than 30 hours per week**. (Number of hours per seeking day may vary and be for 6 or more hours a day; but for less than 30 hours per week). My child care must not exceed part-time weekly care. I may be required to submit a Monthly Seeking Employment Activity Log.
- **Schedule:** Days and Hours plan to seek employment:  **Set Schedule** or  **Variable Schedule**

Day of the Week	MON	TUES	WED	THURS	FRI	SAT	SUN
From							
To							

**Plan to secure, change, or increase employment:**

\_\_\_\_\_

\_\_\_\_\_

- I will advise my counselor promptly upon acceptance of a job, enrollment in vocational training, or when any change occurs which may affect my program eligibility or level of child care service.

I am aware that non-compliance with any of the above conditions may jeopardize receipt of child care payments and may cause services to be terminated.

I am aware that if I do not contact my counselor prior to the ending date of my seeking time, child care services will end on that date.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Counselor Use Only**

- Seeking employment extension time to be used by Parent/Guardian who concurrently received services based on Employment/Voc. Training for at least 20 days while seeking.
- The 20 day extension time will begin: \_\_\_/\_\_\_/\_\_\_ and will end: \_\_\_/\_\_\_/\_\_\_.