



Certification of Looking for Work

Fee Assistance for full time (25 hours or more per week) or part time (16-24 hours per week) child care is authorized for up to **90 days** to allow spouses to look for employment. The Certification Statement must be completed and signed by the sponsor or the spouse in order to qualify for fee assistance.

Certification Statement: I certify that _____
(print spouse's name)
is currently looking for employment and has been unemployed since _____.
(insert date)

I plan to enroll my child(ren) in care: 16-24 hours per week **OR** 25 hours or more per week
(circle one)

I understand that once I am employed, I must notify Child Care Aware® of America at 1-800-793-0324 of my employment **immediately** and may not wait until the 90 days are over to do so. I understand that I must report the start date of employment and report my estimated earnings. I will provide copies of my pay stubs to Child Care Aware® of America for four full week's/one month's worth of earnings or submit the Employment Verification Form until a month's worth of paystubs are available, ensuring that the adjustment to my fee assistance reflects the correct Total Family Income (TFI). I understand that any overpayment made due to my failure to notify Child Care Aware® of America of my employment promptly will require my family to reimburse Child Care Aware® of America for the overpayment.

I understand that after **90 days**, my fee assistance will be discontinued if I do not find employment and provide required income documentation to Child Care Aware® of America. Misrepresentation or falsifying this information may subject the individual to prosecution under the Uniform Code of Military Justice (UMCJ) and/or applicable State and Federal Laws.

(Sponsor's Signature and Date)

(Spouse's Signature and Date)

Note to applicants: The **90 day** Certificate of Looking for Work form may only be utilized once by the military spouse while receiving approved fee assistance. If the military spouse is still unemployed after **90 days** of looking for work, the spouse will not be awarded another period of approved fee assistance without submitting to Child Care Aware® of America their current employment or school enrollment information.

Child Care Aware® of America
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