



## Certification of Looking for Work

Fee Assistance for full time or part time child care (16 hours per week or more) is authorized for up to **90 days** to allow the Spouse, or non-Sponsor parent, to look for employment. The Certification Statement must be completed and signed by the Sponsor and 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 1. 16-24 hours;      2. 25 hours or more each week.  
(circle one)

I will notify Child Care Aware® of America at (1-800-793-0324) to 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, ensuring an adjustment in my fee assistance reflects the correct Total Family Income.

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 Spouse while receiving approved fee assistance. If the Spouse is still unemployed after **90 days** of looking for work, the parent 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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