



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)

If you gain employment and are working 16-24 hours you will qualify for PT and if you are working 25+ hours you are eligible for FT.

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.

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