



## Employment Verification Form

Fee assistance is authorized for 60 days to allow the Spouse, or non-Sponsor parent, to submit 1 months' worth of consecutive paystubs verifying employment. The Employment Verification Form must be filled out and signed by the Spouse's employer.

RE: Family ID# \_\_\_\_\_

Name of the Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

This is to certify that \_\_\_\_\_ holds the position of  
(Employee Name)  
\_\_\_\_\_.

Start date of position: \_\_\_/\_\_\_/\_\_\_.

Position Type:  permanent or  temporary position (please list end date) \_\_\_/\_\_\_/\_\_\_.

Pay rate: \_\_\_\_\_  hourly  weekly  bi-weekly  semi-monthly  monthly

Number of work hours per week: \_\_\_\_\_

Pay Frequency:  hourly  weekly  bi-weekly  semi-monthly  monthly

\_\_\_\_\_  
Name of the personnel officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of the personnel officer

\_\_\_\_\_  
Date

1515 N Courthouse Rd, 2<sup>nd</sup> fl  
Arlington, VA 22201

Fax: 703 341-4103  
Email: [msp@usa.childcareaware.org](mailto:msp@usa.childcareaware.org)  
Toll-free 1-800-424-2246