



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 180 days with a mandatory check in at 90 days to confirm employment status 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 180 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.

90 Day Mandatory Check In Process (if no employment or school enrollment)

1. Email the following information to msp@usa.childcareaware.org no more than 10 days before the 90 day period ends
 - a. Family ID
 - b. Name of Sponsor
 - c. Statement "I have not secured employment or enrolled in school within 90 days. Please extend my looking for work period an additional 90 days"

I understand that after 180 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 180 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 180 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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