



INSTRUCTIONS

Determining eligibility for child development services requires that the parent or caretaker do the following:

1. Complete all information requested.
2. When completed, take this form to your employer.
3. Request that your employer (or his/her designee) verify your employment by completing Part B of this form and signing the form.
4. Return this form to Long Beach Day Nursery's office staff.

Part A. To be completed by Parent

Date: _____

Parent Name: _____

Child (ren) Name (s): _____

Under penalty of perjury, I certify that the information presented is true to the best of my knowledge. I will notify Long Beach Day Nursery when any change occurs in my income or eligibility status within three (3) days of the change. I understand that failure to report the correct information constitutes fraud and may result in the repayment of tuition and/or termination of subsidized childcare services. The information pertaining to my eligibility is subject to review by State of California representatives. I also understand that I have the right to appeal the denial of my request for services.

Parent Signature	Date
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Part B. To be completed by Employer

Name of Employer: _____

Telephone Number of Employer: _____

Supervisor's Name: _____

Address of where Employee performs their work: _____

Date Employee was hired: _____

Work Schedule:

Monday from _____ to _____ Tuesday from _____ to _____

Wednesday from _____ to _____ Thursday from _____ to _____

Friday from _____ to _____ Saturday from _____ to _____

Sunday from _____ to _____

How often paid: Monthly _____ Bi-monthly _____ Every 2 weeks _____ Weekly _____

Gross Earnings: Monthly \$ _____ Weekly \$ _____ Hourly \$ _____

Form of payment: Check _____ Cash _____

Employer Signature	Title	Date
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For Long Beach Day Nursery Use Only	
Verified by: _____	Date: _____