

New / Second Employment

No Appointment / Interview Needed. Documentation drop off: Monday – Friday, 8am-5pm

Date: _____ Name: _____ Email: _____

ELCAC is required by the state rule that outlines the eligibility provision of the School Readiness program to notify parents of their responsibility and the method by which they must report to the coalition any change of circumstances that would affect eligibility. **6M-4.200 F.A.C.**

Section I: Please check the one you are submitting.

Verification of Employment (VOE) – Sections 1 & 4. You may not write on any sections of the form.

- Must verify (1) start date, (2) rate of pay, (3) weekly work hours, (4) work schedule, etc.

New employment hire letter – acceptable if it states (1) start date, (2) rate of pay, (3) weekly work hours, (4) work schedule.

The Work Number – must request assistance with printing when dropping off.

If not previously submitted:

Loss of Employment – Sections 1, 2, 3, & 4. You may not write on any sections of the form.

- Completed by your employer to verify the last day of employment.

Section II: You must also submit the following.

Please check all that applies and submit documentation.

Last 4 weeks of income from employment for all household adults on your case.

Updated household income such as child support, SSA, alimony, adoption benefits, etc.

** Must document non-receipt of ordered child support or alimony. **

Declaration of No Child Support Case form for all household children you have never petitioned to receive support. (Does not require a notary)

Current school schedule (10 or more credit hours) AND verification of enrollment (All must be printed within 10 days of submission).