

## Employment Information

To be completed by the **PARENT**

As a parent needing child care while employed:

(Parent initials)

- \_\_\_\_\_ 1. I authorize Pathways to contact my employer and verify all information regarding my employment, including but not limited to my scheduled hours, rate of pay, pay period, potential for overtime, tips, or additional compensation.
- \_\_\_\_\_ 2. I understand that it is my responsibility to inform Pathways of increases to my family's income that exceeds 85% of the State Median Income within 30 days. I can also voluntarily report changes which will result in a positive change to my service level, such as an increase in my work hours or decrease in income which will result in a reduction in my family fees.
- \_\_\_\_\_ 3. I understand that I am responsible for providing Pathways with accurate documentation regarding my income. This includes, but is not limited to, pay stubs, letters from my employer, most recently signed and completed tax returns, quarterly estimated tax statements, or other records to support the reported income.
- \_\_\_\_\_ 4. I understand that I must submit income information at my yearly recertification, during any update in my application, or at any time deemed necessary by Pathways.
- \_\_\_\_\_ 5. In addition to my income from my employment, I am required to submit copies of documentation of all non-wage income (such as CalWORKs grant, work bonuses, child support, alimony, etc.)
- \_\_\_\_\_ 6. I understand that if I am paid in cash below the minimum wage rate, my income will be divided by the current applicable minimum wage rate to determine the maximum eligible hours.
- \_\_\_\_\_ 7. I understand that my child care specialist will determine my eligible hours based on work hours verified and pay stubs submitted. If the hours reflected on my pay stubs do not coincide with a set schedule, and reflect variable work hours, I will be approved on a variable schedule. If I do not agree with decision, I may file an Appeal and will be required to submit supportive documentation to change the approved hours to a set schedule.
- \_\_\_\_\_ 8. At certification, if I work a variable schedule, I will be required to submit three months' worth of complete paystubs in order to extend services for no less than 12 months. I understand that failure to submit complete income information will be grounds for termination of child care services.
- \_\_\_\_\_ 9. Child care services provided for variable schedules will be reimbursed based on actual hours of care used as reflected on the attendance sheet submitted by your provider. Variable schedule needs are not eligible for holidays, absences, or best interest days.

I understand that my failure to comply with the rules of the program or terms of this employment agreement may result in the immediate termination of child care services in which case I become solely responsible for paying for all of my child care costs. In addition, I understand that I may not alter the terms of this agreement without prior written approval from Pathways and that Pathways reserves the right to request additional documentation regarding my employment.

**I have read and fully understand and agree with the terms of these employment policies.**

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Employment Information**To be completed by the **PARENT****Authorization for Release of Employment Information**

I, \_\_\_\_\_ (Parent/Employee's Name), hereby authorize Pathways and its representatives to verify my employment for purposes of determining my eligibility for the Child Care Payment and Assistance Programs. This includes, but is not limited to, my start date, work schedule, rate of pay, and employment location.

For employee identification purposes, I am providing the following information

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Please provide if required for identification

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Parent/Employee's Signature

\_\_\_\_\_  
Date

*\*Parent: Please ensure your name is legible and that you sign and date the form.  
Incomplete or illegible forms will not be valid.*

## Employment Information

To be completed by the **PARENT**

Parent Name: \_\_\_\_\_

Company/Employer Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Company/Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

What is your position? \_\_\_\_\_ When did you begin work? \_\_\_\_\_

Business Hours of Operation: \_\_\_\_\_

Do you work at address above:  Yes  No (indicate actual location): \_\_\_\_\_

Is this a permanent job?  Yes  No (indicate end date: \_\_\_\_\_)

You are paid:  via Personal Check  via Payroll Check  
 in cash (please submit a statement from your employer indicating your job duties and work responsibilities.)

Payday is:  Weekly  Every 2 weeks  Twice a month  Monthly

Your Wages: \$ \_\_\_\_\_ per \_\_\_\_\_ (hour, week, day, month or, year)

Do you receive: Tips?  Yes  No Commission?  Yes  No

Potential for overtime?  Yes  No Other Compensation?  Yes  No

Indicate the total income received for the last month: \$ \_\_\_\_\_ (If yes, please specify: \_\_\_\_\_)

### Schedule:

Length of Lunch period:  30 minutes  60 minutes  Other: \_\_\_\_\_ Is Lunch paid?  Yes  No

1. Your work schedule is set (the same every week) as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
End	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm

2. Your work schedule is variable (changes from week to week.)

Days Vary: indicate max days \_\_\_\_\_  Hours Vary: indicate max hours per week \_\_\_\_\_

If applicable: please indicate the range of days and hours of the variable schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm
End	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm

Please check box if the hours are 24 hours per day, 7 days per week:  Yes  No

3. Rotating schedule. Please specify: \_\_\_\_\_

**I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained on this page is true and correct to the best of my knowledge.**

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*All information provided is subject to verification by Pathways*

### PATHWAYS OFFICE USE ONLY

Work Number Required:  Yes  No Verified:  Yes  No Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## Request for Travel Time

Name: \_\_\_\_\_ Case Manager: \_\_\_\_\_

In order to assist us in assessing your child care needs, please indicate the following:

Title 5 18086(e)(1) – travel to and from the location at which services are provided and the place of employment, not to exceed half of the daily hours authorized for employment to a maximum of four hours per day.

Title 5 18087(k)(1) – travel to and from the location at which services are provided and the training location, not to exceed half of the weekly hours authorized for training to a maximum of four hours per day.

Your provider's address:

\_\_\_\_\_ street address

\_\_\_\_\_ city zip code

(if more than one, please indicate):

\_\_\_\_\_ street address

\_\_\_\_\_ city zip code

Your final destination:

\_\_\_\_\_ street address

\_\_\_\_\_ city zip code

Your method of transportation (circle):

Car Bus Train Walk other: \_\_\_\_\_

The amount of travel time you are requesting *from provider to activity* way: \_\_\_\_\_ minutes

The amount of travel time you are requesting *from activity to provider* way: \_\_\_\_\_ minutes

Please explain why you are requesting this amount of transportation:

\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury under the laws of the United States of America and the State of California at the information in this statement of facts is true, correct, and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Travel time was verified via: \_\_\_ Google Maps \_\_\_ Metro.net \_\_\_ Other: \_\_\_\_\_

Amount of travel time granted: \_\_\_\_\_ minutes **to** activity \_\_\_\_\_ minutes **from** activity \_\_\_\_\_

I attest this travel time is reasonable and therefore approve it: Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_