

Office
St. address, city, state, zip
999.999.9999 phone * 999.999.9999 fax
www.wrksolutions.com

Date

Title Fname Lname
Any Street
City, State Zip



Dear Title Lname:

Thank you for contacting Workforce Solutions. We have placed your name on the list of parents waiting to apply for financial aid. We regret that we do not have enough money to help pay child care expenses for every parent who needs it to work or attend school.

Throughout the year, funds become available for us to help more parents. Please keep your address current with us so we can contact you as money becomes available.

If you need to change an address or telephone number you've given us, contact Workforce Solutions office shown at the end of this letter or any office through our toll-free telephone number 1-888-469-JOBS.

You may also update an address at our web site <http://www.wrksolutions.com>. On our homepage point to the tab at the top that says "Financial Aid" and then click on the drop down line that says "Child Care". On the left of that page click on "Financial Aid" under the title Child Care. On the left of the next page click on "Address Change".

It is important that you respond to us quickly when we've notified you that funds are available to help your family. We will ask you to provide us proof of income (such as a check stub) and proof that you are working or in school. We will let you know what kinds of documents you must send. If we do not have the necessary documents within 3 weeks after we've notified you by letter that funds are available, we will assume you no longer need our assistance and remove you from the waiting list.

Remember, to qualify for our financial aid, you must

- Reside in our thirteen county service area;
- Work at least 25 hours per week or work and go to school for at least 25 hours per week;
- Provide proof of U.S. citizenship or legal immigrant status for each child on whose behalf you are applying for child care financial aid (birth certificate, alien registration card I-551, etc.);

- Meet Workforce Solutions family income guidelines; and
- Provide proof of your effort to receive child support

Workforce Solutions financial aid is available to pay for the care of infants and children up to age 13. We may be able to continue aid for a child over the age of 13 if that child has a documented physical or mental disability.

Our web site has answers to questions you may have about financial aid for child care and provides some resources to help you locate quality care for your child. The site also contains information about finding a job and other Workforce Solutions services.

We appreciate your business. Please call us if you have questions.

Workforce Solutions-_____ (**insert office name**)
Address
City, TX Zip
Monday through Friday, (insert time)
Telephone Number
Email contact

Sincerely,

Name, Title