

Date

Title Fname Lname
Any Street
City, State Zip



Dear Title Lname:

Workforce Solutions now has funds available for child care financial aid. Our funds are only available on a first-come first-serve basis, and funds are limited. You may

- **Contact us by phone at 1-888-469-5627.** When you call listen for and select the option to locate a career office. Let the operator know you are calling to apply for child care financial aid. Our staff will discuss your family's situation with you, and if you appear to qualify, we'll send you two forms to sign. You must mail or return the signed forms to us as soon as possible.
- **Contact Workforce Solutions office most convenient to you.** You may apply for child care financial aid over the phone and through the mail or at one of Workforce Solutions offices. If you would like to come to one of our offices to apply, please bring with you all of the required paper work listed on the back of this letter.

Child care financial aid is available on a first-come first-serve basis. Make sure you return your paperwork to us as soon as possible. We cannot complete your application for child care financial aid until we receive the information we will ask you to give us.

In order to qualify, you must:

- Reside in our thirteen county service area
- Meet Workforce Solutions family income guidelines
- Provide proof of your effort to receive child support
- 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.);
- Work at least 25 hours per week or
- Work and go to school for at least 25 hours per week or
- Attend school or training classes on a full time basis

Workforce Solutions can pay for the care of infants and children up to age 13. We may be able to pay for children with special needs who are over the age of 13.

You must answer the questions and give us the information we've requested on the back of this letter before we can process your application for financial aid.

Please call us today!

Questions you must answer for Workforce Solutions child care financial aid

Please tell us about yourself

What is your home address and home telephone number?	
What is your cell phone number?	
How many hours a week do you work?	
What is the name of your employer, the address where you work, and your work telephone number?	
If you are attending school, how many hours a week do you go to school?	
What is the name of your school and its address?	
If you go to college, how many credit hours are you taking this semester?	

Please tell us about you and every one else in your household that earn wages or get other income. We have provided you an example on how to fill out the chart.

Name	Relationship	Date of Birth	Social Security Number	Wage	Other Income*
Mary Smith	Self	10-1-80	555-55-5555	\$350 every week	

*List *all* sources and amounts of other income, including 1) social security payments, 2) dividends or interest payments, 3) welfare payments (TANF and Food Stamps, SSI), 4) unemployment payments, pensions or annuities, 5) veterans pensions, 6) workers compensation, 7) alimony, 8) child support, 9) loans or grants for education, or 10) any other sources.

Please tell us about all the children in your household who need care. We have provided you an example on how to fill out the chart.

Name	Relationship	Date of Birth	Social Security Number
Jane Smith	Daughter	5-5-02	222-22-2222

Please provide us with copies of the following documents

- Social Security cards for you and other family members with sources of income reported above
- **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.)**
- Your last pay check (or pay stub) and the last pay check for each person in your household who works
- If you are enrolled in high school or college: a letter from the school stating the number of credit hours for which you are enrolled this semester and the end date of your current enrollment
- If you are in training: a letter from your school stating the names of the courses or the program in which you are enrolled and the number of hours you are in training each week
- If applicable, a copy of the court order for child support or a printout from the Texas Attorney General’s on-line child support application

We will ask you the name and address of the care facility or relative who will care for your child.