

Date

Title Fname Lname  
Any Street  
City, State Zip



Dear Title Lname:

**To continue receiving financial aid for child care, you must re-certify your eligibility with Workforce Solutions. Please call us as soon as possible!**

When you call, one of our Financial Aid Specialists will discuss your family's situation. If it appears that you will continue to qualify, we will send you two forms to sign. You must mail or return the signed forms and proof of eligibility to us.

We must receive the signed forms and proof of eligibility no later than [enter date exactly three weeks from letter date].

If we have not received the documents requested by the required deadline, we will notify you and your child care provider that Workforce Solutions will stop payments for child care. You will have 15 days from the date you are notified that we will stop payments to make other arrangements for your child's care.

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 attempt to collect child support

**Please call the local career office you have been working with or our toll free number 1-888-469-5627. When you call the toll free number, listen for and select the option to locate a career office.**

Please call us today!

Sincerely,  
Workforce Solutions Financial Aid Payment Staff