

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 to discuss your financial aid for child care. We have enclosed the forms we discussed with you on the telephone. Please sign the forms, attach proof of your family's eligibility, and return to us no later than _____ [staff enters return date = 21 days from date of "Called from Wait List Letter"].

For your convenience, we've included a list of the documents you need to send us below.

- Application for Eligibility Certification for Services – with parent/s signature and daytime contact number.
- Parent Agreement Form – with parent/s signature
- Copy of most recent check stubs for working family members
- Copies of social security cards for working family members
- 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, ect.)**
- Proof of monthly child support payment and/or Attorney General Documentation
- School/training verification Doctor medical statement Proof of child's disability

Please remember to get your signed forms and proof of eligibility to us by _____ [staff enters return date = 21 days from date of "Called from Wait List Letter"]. You may bring them to any office of Workforce Solutions or mail them to us using the enclosed self-addressed envelope.

If we made a mistake on the forms we've sent you, please scratch through errors on the Application for Eligibility Certification for Services, enter the correct information and initial the correction. Do not use white-out.

You must give us proof of your family's eligibility before we can authorize financial aid for you. Also, if we do not receive your signed forms and proof of eligibility before _____ [staff enters date = 21 days from date of "Called from Wait List Letter"], we will not be able to hold funds for you.

Enclosed with this letter is Workforce Solutions Parent Handbook. It provides information about Workforce Solutions financial aid as well as tips for choosing quality care for your child. If you have any questions, please contact us at the office listed below. Workforce Solutions is open **Monday through Friday, 8am to 5pm.**

Sincerely,

Name, Title, Telephone number with extension