Dear Title Lname:

We are conducting a review to determine if your family continues to meet eligibility requirements for Workforce Solution’s child care financial aid.

Please provide us with the following as soon as possible:

1. Your last pay check (or pay stub) and the hours you normally work each week
2. The last pay check for each person in your household who works
3. A list of the members of your household and their ages
4. Current documentation from your school—if you are enrolled in school or training—stating:
	1. the number of credit hours for which you are enrolled this semester and the end date of your current enrollment;
	2. The names of the courses or the program in which you are enrolled; and
	3. The usual number of hours you are in school each week.

Mail your information to

Workforce Solutions

Attn: Financial Aid Review

Street Address

City, State ZIP

You may also FAX your information to (XXX) XXX-XXXX or email it to xxxx.xxxx@wrksolutions.com.

To continue providing you financial aid, we must receive accurate and up-to-date information about you and your family no later than [15 days from letter date].

If you do not provide the information for which we’ve asked by the deadline above, we will stop paying your child care financial aid.

If you have any questions, please call us at (XXX) XXX-XXXX immediately. Thank you.

Sincerely,