



**Children's
Service Society**

**Child Care Resource
& Referral ~ Metro**

Kids in Care: Job Search Support

Sponsored by Child Care Resource & Referral ~ Metro

Funded through the Office of Child Care by the American Recovery and Reinvestment Act (ARRA)

Dear Parent,

Thank you for your interest in participating in the *Kids in Care* program. The Utah Department of Workforce Services/Office of Child Care has received funding from the American Recovery and Reinvestment Act through the Child Care Development Fund to assist parents with formal job search activities.

The *Kids in Care* program reimburses regulated child care providers for caring for children of eligible applicants, while the applicant engage in formal job search activities such as:

- Attending resume building classes and job fairs
- Conducting internet job searches at a public library or DWS employment center
- Visiting prospective employers to inquire about job opportunities, completing applications, and attending job interviews
- Job shadowing/unpaid internships

Parents who are unemployed may be eligible to enroll in the *Kids in Care* program once during a 12-month period, beginning when the application is approved and ending:

- Once the parent has found a job
- Once the parent has utilized 300 hours of child care for their household
- At the end of the 12-month period (whichever comes first)

In order to be eligible for *Kids in Care*, applicants need to meet specific financial requirements and submit accompanying documentation, including:

- Proof of last date employed
- Documentation of household income-earned or unearned
- Check stub and work schedule for spouse/parent
- Copies of children's birth certificates and school schedules

Once accepted into the program, parents will be expected to submit a monthly job log listing formal job search activities and potential employer contact information. Parents are responsible for the cost of child care until the application is approved by Child Care Resource & Referral ~ Metro.

Please contact us with any further questions regarding the *Kids in Care* program.

Thank You!

Sarah Hansen
Child Care Resource & Referral ~ Metro
Sarah@cssutah.org
801-326-4374

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ARE YOU CURRENTLY ENROLLED IN THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES/FAMILY EMPLOYMENT PROGRAM (TANF/FEP)? Yes No

Today's Date:	How did you hear about this program? <input type="checkbox"/> DWS <input type="checkbox"/> Provider <input type="checkbox"/> Community <input type="checkbox"/> Other _____
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Applicant Information	
Name:	Birthdate:
Address:	
City:	State: Zip:
Home Phone:	Cell Phone:
E-mail Address:	

Previous Employment Information	
Name of Previous Employer:	
Employer Address:	
City:	State: Zip:
Employer Phone: ()	Last Day Employed:
Employer Contact:	

Household Income	
Unemployment \$ _____	Retirement \$ _____
Social Security \$ _____	Worker's Comp \$ _____
SSI \$ _____	Settlement \$ _____
Alimony \$ _____	Inheritance \$ _____
School Financial Aid \$ _____	Other \$ _____
Child Support Income \$ _____ # of Children Receiving Child Support: _____	
Net Income From Spouse (If Applicable) : \$ _____	
Spouse/Parent Employer Contact Information if applicable (residing together and employed):	
Name of Employer:	
Employer Address:	
City:	State: Zip:
Employer Phone: ()	
Employer Contact:	

Household Information	
Please circle your household size on the chart below:	
Household Size	2 3 4 5 6 7 8

Child Care Provider Information

Name of Current Provider:

Provider Regulation Type: Center Licensed Family Residential Certificate

Address:

City: State: Zip:

Phone: Contact Name:

Child Care Needs and Cost Information

Child's Name:		Child's Name:	
Age:	Gender:	Age:	Gender:
Special Needs:		Special Needs:	
Child's Name:		Child's Name:	
Age:	Gender:	Age:	Gender:
Special Needs:		Special Needs:	

Verification

Verification is required to process your application. It is your responsibility to provide us with the following:

- Proof of receipt of unemployment benefits
- A termination statement from your previous employer, with last date worked
- Proof of any monthly income
- Past 30 day check stubs **and** work schedule for spouse/parent if applicable
- Copy of Birth Certificate for children
- Copy of school schedule for school age children
- Signed verification request form

I attest that the information I have provided is true and accurate.

By signing this application I am authorizing Child Care Resource & Referral (CCR&R) to contact any federal or state agency, and/or any other organization or individual in order to verify the information provided on this application, and I am authorizing those entities to release the requested information to CCR&R.

The child and/or children I am seeking child care reimbursement for are in my legal custodial care. I understand that funding for this program is dependent upon availability. I understand that if I am approved for this program my eligibility may be withdrawn if I do not utilize the program in a timely and appropriate manner.

I understand that this is a reimbursement program and that my child care provider will be reimbursed for services provided. I understand that I may be eligible for up to 100 hours of child care services over the course of one year from the date my application is approved. I understand that I must adhere to the rules and schedule of my child care provider. **I understand that I will be personally responsible for any late charges accrued.**

I understand that the Kids In Care program gives me the opportunity to participate in formal job search activities while a regulated child care provider is caring for my child. I understand that I must complete and submit a job search log that includes potential employer contact information. I understand that when I become employed or receive TANF/FEP payments I will contact CCR&R to discontinue the Kids In Care job search child care payments.

Sign: _____ Date: _____

Return completed application and required verification to:

CCR&R ~ Metro
124 South 400 East # 400, Salt Lake City, UT, 84111
Attention: Kids in Care
Questions: (801)326-4374 or (801)326-4373 • Fax: (801)355-7453

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Verification Request Form

Child Care Resource & Referral ~ Metro (CCR&R ~ Metro)
A program of Children's Service Society
124 South 400 East #400
Salt Lake City, UT 84111

Kids In Care: Job-Search Child Care Reimbursement Program
Funded by ARRA, administered by DWS, the Office of Child Care and CCR&R

To Whom It May Concern:

I am enrolled in the Kids in Care program; a program that provides reimbursement to my child care provider while I engage in formal job searching activities. A representative from Child Care Resource & Referral (CCR&R) may contact you to verify my job search activities. I authorize you to provide information that will assist CCR&R with verifying my formal job search activities. Please provide the appropriate information such as confirming our contact, receipt of my employment application, attending an interview, job fair or resume building class. CCR&R staff will not ask for personal information nor will they inquire about the status of my job search. CCR&R staff may contact you only to confirm that I have indeed collaborated with you to inquire about potential employment and/or attended your class to strengthen my job skills. I authorize you to release this information to CCR&R staff. Please feel free to contact me if you have any questions or concerns. Thank you for your assistance.

Sincerely,

Print Name: _____

Parent Contact Information: _____

Date: _____