

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL13 – State Employment Need
- Reference:** Title 5 Section 18086, Funding Terms and Conditions I.C and I.J
- Policy:** If the basis of need for child care is employment, each parent/guardian in the home must submit verification of employment.

**Procedure:**

1. Employment Verification form is distributed to parents/guardians via the enrollment/recertification packets or when a parent/guardian changes employment or need for services.
2. Child Care Specialist I reviews the Employment Verification form for accuracy and as needed contacts the employer for additional verification purposes. All contacts with the employer shall be documented on the Employment Verification form and in the note section of the KinderTrack database.
3. Child Care Specialist I compares the hours documented on the Employment Verification to the hours on the wage stubs.
4. Child Care Specialist I will verify that the nature of the work does not preclude the supervision of the family's child(ren).
5. Child Care Specialist I uses the Employment Verification and wage stubs to determine child care hours needed. An additional thirty minutes before and thirty minutes after work hours shall be added to the approved work schedule for transportation. Additional transportation time shall be granted on a case by case basis when the parent/guardian transportation need exceeds the allowed thirty minutes. Sleep time may be approved when a parent works between 10pm and 6am. One hour of sleep time may be approved for every hour of work time during this time period.
6. Child Care Specialist I will enter the employment information into the need section of the KinderTrack database.

**Supervised by:** Coordinator of Early Childhood Programs

**Performed by:** Child Care Specialist I

**Forms needed:** Employment Verification

**Frequency:** Ongoing