



Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

SEEKING EMPLOYMENT AGREEMENT

In order to establish need for subsidized child care, enrolled parents are responsible to meet the following requirements:

- Each enrolled parent may receive child care services for up to 12 months within the family's certification period of 24 months. Seeking employment time will be counted in full months from start to finish. If the full 12 months are not used at one time, parents are still eligible to use the remaining months within the family's certification period.
- Child care services shall be authorized for less than 32.5 hours per week, no more than 5 days per week (generally, Monday through Friday).
- Parent must list below the child care hours that he/she is requesting for seeking employment. The case manager will review the request and determine the authored hours of child care.
- For each day child care is used, parent is expected to seek employment.
- **Child care must be used for job search related activities only:**
 - in person job inquires
 - newspaper job search
 - job search phone calls
 - preparing resumes
 - working on applications
 - scheduling and attending interviews
 - online job search
- When employment is found, parents can submit a change request and employment verification for changes to be made and to stop counting seeking employment months.

In order to seek employment, child care services will be necessary as described below:

Child care must be less than 32.5 hours per week, and no more than 5 days per week

Monday	Tuesday	Wednesday	Thursday	Friday

I, _____ declare under the penalty of perjury that I have read and agree to the conditions of this Seeking Employment Agreement. I am requesting child care for the purpose to secure, change, or increase employment.

Parent/Guardian's Signature

Date

For Staff Use Only:

Seeking employment start date: _____ Stop date: _____

Staff initials & Date

Seeking employment months used: _____ Seeking employment months left: _____