

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 must ask you to provide new proof of eligibility according Workforce Solutions guidelines in order to continue receiving child care financial aid.

To continue your financial aid for child care, please make sure documents checked below arrive at Workforce Solutions no later than the close of business on _____ [staff enters return date = 21 days from date of "Notice to Re-certify Letter"].

We have enclosed the forms we discussed with you on the telephone. You may bring them to any Workforce Solutions office or mail them to us in the addressed return envelope we have enclosed for your convenience.

- 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, etc.)**
- Proof of monthly child support payment and/or Attorney General Documentation
- School/training verification Doctor medical statement Proof of child's disability

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.

Please remember to get your signed forms and proof of eligibility to us by _____ [staff enters return date = 21 days from date of "Notice to Re-certify Letter"]. If we do not receive your signed forms and proof of eligibility before the deadline you will have 15 days to make other care arrangements before Workforce Solutions discontinues payment.

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