

Sibley County Child Care Assistance Program

Work Schedule Chart

(If schedule varies please fill out at least 3 weeks of scheduled work times, if schedules are consistent please fill out at least one full week.)

Employer/School (1): EXAMPLE LANDSCAPES Position: GENERAL LABORER

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
8:00a-4:30p	9:00a-5:30p	8:00a-4:30p	9:00a-5:30p	8:00a-4:30p	OFF	OFF

Employer/School (1): _____ Position: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Employer/School (2): _____ Position: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Signature: _____

Date: _____

VERIFICATION TYPES

Examples of acceptable verification of schedule include, but are not limited to a:

- Class schedule with days and times of class, printed from a website.
- Statement from the employer with the days and times that the client is scheduled to work. This could be an email from the employer using an employer email address.
- Paystub if the days and times worked are listed.
- Copy or picture of the schedule that the employer posts to show the days and times that the client is scheduled to work.

If proof is not available despite the efforts of you and the client, you may obtain a signed statement from the client with the days and times worked or the days and times that classes meet, attesting to the correctness of the information. For the purpose of obtaining schedule verification, information reported on the application, child care addendum, redetermination form, or change report form does not qualify as verification of schedule.