

## Provider Work Schedule Verification

Child Care Case # \_\_\_\_\_ Date of Notice: \_\_\_\_\_

Client: \_\_\_\_\_

The State of Illinois Wage Verification System indicates the child care provider is employed at \_\_\_\_\_. IDHS requires that we verify the work schedule of the child care provider. **This is required at every redetermination.** The employer must complete the below portion of this form to verify the work schedule.

I no longer work at this employer - Supply job contact information below

\* I authorize my employer to release the following information to Child Care Resource & Referral. I understand that this information may be verified by phone by the Child Care Resource & Referral staff. Any fraudulent, false, or misleading information given may result in loss of childcare payments, and the childcare case will be cancelled or denied.

\*Child Care Provider Signature \_\_\_\_\_

\*Social Security Number: \_\_\_\_\_

### **THE SECTION BELOW MUST BE COMPLETED BY THE EMPLOYER**

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

IF ON LEAVE..... Return Date: \_\_\_\_\_

Type of Leave: \_\_\_\_\_

If hours vary, please give an example schedule with the average # of hours and days worked per week. Be sure to indicate AM or PM

| Hours: | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total: |
|--------|--------|---------|-----------|----------|--------|----------|--------|--------|
| From:  |        |         |           |          |        |          |        |        |
| To:    |        |         |           |          |        |          |        |        |

Do these hours vary? \_\_\_\_\_ If so, please explain: \_\_\_\_\_

How many hours per week on average?: \_\_\_\_\_

How many days per week on average?: \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Return to:  
Child Care Resource & Referral  
801 N Larkin Ave Suite 202  
Joliet, IL 60435  
815-741-1170 (fax)