# 

# **RIVERS EAST CHILDCARE VERIFICATION FORM**

# TO: County Department of Social Services

# FROM:

# WIOA Career Advisor Phone #

# DATE:

The following WIOA participant has requested childcare services through the WIOA Program. Before these services can be provided through the WIOA program, we have to verify other sources of assistance. A copy of the Information Release Form is attached.

**Note**: The participant’s name, last four of their social security number and child(ren) names must be completed by the WIOA Career Advisor to ensure complete and accurate verifications.

**SECTION I**: WIOA Participant Name:

Last 4 ONLY of their Social Security Number: xxx-xx-

Name(s) of Child(ren):

**SECTION II**: This section should be completed by the Department of Social Services

Has the WIOA participant applied for childcare services through DSS? Yes 🞏 No 🞏

|  |  |  |  |
| --- | --- | --- | --- |
| RECEIVING | CLIENT FEE | WAITING LIST # | NOT ELIGIBLE |
|  |  |  |  |
|  |  |  |  |

DSS Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Childcare Center:

**SECTION III:**

Daycare Center Cost to be paid by WIOA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount PAID-TO-DATE by WIOA:

Beginning Date of Payment:

Auxiliary aids and services are available upon request to individuals with disabilities.

Committed Equal Opportunity Employer/Programs

Instructions for completed the DSS Childcare Verification Form

1. Enter the “county” name in which the participant will be applying for childcare benefits.
2. Enter your name as WIOA Career Advisor and your contact phone number.
3. Enter date you are making the request.
4. Enter the participant’s name, their last 4 numbers of their social security number, and the name(s) of the child(ren).
5. Forward to DSS and enter a case note in NCWorks that you have verified the child(ren) ages, based on the Supportive Services policy and said child(ren) qualify for services.
6. Once you receive the completed form from DSS, enter amount information confirming the need for childcare assistance and scan a copy of the completed form into NCWorks. A case note should be entered confirming the need, amount that WIOA will be paying the childcare provider, the childcare provider information, and any other pertinent details.