

Instructions for completing the Employment Verification form

Client:

Complete your name, address and phone number on the Employment Verification form.

Take the Employment Verification form to your employer, school, or training location that has the authority to verify your hours worked, school attendance times, or training times.

Review the hours that have been completed on the form for accuracy.

Sign and date the Employment Verification form.

Return the Employment Verification form together with the reimbursement form to the Day Care unit. Sending the forms separately could result in delaying the processing or your reimbursement or the form being returned to you.

Mailing Address: Department of Social Services
Attn: Day Care Subsidy Unit
6 Judson Street
Canton, NY 13617

Employer/School/Training Agency:

Please complete this form after the last day of work/attendance.

Enter the name address, phone number, email address, and title of the employer at which the Client works or education or training facility the Client attends.

Record the Client's hours worked by entering the start and end time of each shift worked or attended class/training for each day of the week. Verification of the week must include the month, day, and year.

- You do not need to record down time for breaks or lunch periods.
- Record down time for personal appointments, split shifts, etc.
- Do not record vacation, personal, or sick time as hours worked.

Circle whether the time recorded was "am" or "pm" as this can affect the amount reimbursed.

(Please note: any hours after 12 am should be entered on the following day)

Please **sign and date** the Employment Verification form and return to the client.

Copies of time sheets showing the time punches in and out of work and the client's name is an acceptable substitution for the Employment verification form.

****Forms will be returned if incomplete. Please be sure everything is signed, dated, and filled out correctly. Original documentation will only be accepted.**

Please feel free to contact us at (315) 379-2285 if you have any questions.