



## Parent Agreement

### Department of Social Services

Division of Family Independence | Temporary Assistance and Day Care Unit

B-4657 (4/2018)

A family may be eligible for child care assistance, when the parent or guardian is employed, participating in an Erie County Department of Social Services' (ECDSS) approved work activity or attending high school.

The parent or guardian will receive a written approval notice from ECDSS and a schedule. This approval notice is a guarantee of payment for child care services provided and specifies:

- Provider's name, address and vendor number
- Time period child care is authorized
- Days and Hours approved for each child
- Amount of the family share payable directly to the provider (if applicable)

The provider receives a schedule indicating the time period child care is authorized and the approved schedule of care.

A child care subsidy payment is issued after an approval letter has been authorized and attendance has been submitted.

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I understand that it is my responsibility to notify ECDSS of any changes which may affect my eligibility for child care assistance, including: employment, income, residence, household composition, work activity and school attendance.

I understand that I must submit to ECDSS:

- Pay stubs, upon request
- Verification of employment and work site termination
- Verification of new employment including start date, rate of pay and hours scheduled

I understand that it is my responsibility to pay a weekly family share to the provider, if applicable.

Client Signature	Date
Worker Signature	Date