

Enclosed is the Eligibility Application for Subsidized Child Care through NCO/RCCC that you requested.

Completion of this application is NOT a guarantee for services. Your placement on the eligibility list is based on an eligibility ranking system.

Please be aware information is needed for *both* Parents/Guardians in the family.

- **If you are not married** and the other parent/guardian lives in the home, information is required on that parent/guardian in the area listed Second Parent/Guardian Information.

The Need for Services are listed below, please be aware of the following:

Employment & Self Employment:

- You must list the hours of your employment each day.
- If your employment schedule varies, days hours, and shifts per week; *attach a note explaining*, all the possible shifts you might work in a week, and what days you might work in a week.
- Pay Stubs, Time Cards, and a State Employer Verification Form from your employer, will be required when an opening is available.

Self –Employment: In addition, the Federal Guidelines require Business Verification

- List the days and hours of your employment each day.
- If your employment schedule varies, days and hours, and shifts per week, attach a note explaining.
- *A copy of your Monthly Business Profit and Loss statements, Monthly Customer Business Ledgers, Monthly Receipts, Business License, and Your full Income Taxes, all forms and schedules Including Schedule C, will be required.*

Seeking Employment:

- *You will have to register on the EDD website, Cal Jobs;* that you are seeking employment.
- This is not to receive Unemployment Benefits, but to register that you are seeking employment.
- If you do not have a computer, you can do this at their office in Ukiah, MPIC, or a computer at any Library.
- *Verification of your registration with Cal-Jobs, will be required when there is an opening*
- *Child Care for Seeking Employment has Limitations.*
- *You will document your Seeking Employment Plan and daily job search*

Student:

- You will need to have an Education Plan with your school, and a copy of that will be required at the time of an opening.
- There are Limitations on Child Care for Students. This will be discussed at the time of an opening.

Thank You

NCO pledges to be a leader in developing and providing human services that strengthen our community.