

Child Care Financial Assistance Program Training Plan

Please fill this form out and mail to:

Training or education can be a need for you to receive child care assistance. Training is defined as “participation in an education or training program intended to lead to employment within one year after completion of the program or is required to maintain employment.”

Note: If you get Reach Up, ask your case manager if they can authorize Child Care Financial Assistance for you. If they can, you won't need to complete this form.

Applicant/Caretaker Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip code: _____

Complete the following questions for your training or education program.

1. Name of training or education program: _____
2. Start date of training or education program: _____
3. Projected end date of program: _____
4. With this form, submit **one** of the following for verification of your training or education program:
 - a) A copy of the school or training registration form and course schedule, listing days and times of classes.
 - b) If a school or training registration form and/or course schedule is **not** available, submit a letter on training organization letterhead containing the education or training schedule, amount of time needed for additional study, and the start and end date or necessary hours for completion.

Note: For the annual redetermination of eligibility, verification must be provided of maintaining a cumulative average of 2.0 within a graded system, a 'passing' in a pass / fail system or written verification from supervisor of successful work for individuals approved to participate in on-the-job training.

I understand that I must report any changes in my training status within 10 business days. I understand that I could be subjected to prosecution for fraud if I do not report changes, or provide incorrect or misleading information.

Signature: _____ Date: _____

If you have questions about this form, please contact your eligibility specialist at:

