



Job Search Client Responsibility Agreement

I, _____ agree to the following conditions while receiving assistance with my childcare cost for job search activities.

1. I understand that I may receive a maximum of **13 consecutive weeks** of subsidized childcare for the job searching in a 12-month period. The 12-month time frame begins with the first day of the first week of job search activity.
2. I understand that to begin job search activities, **I must have a child care provider who has agreed to accept my child**. If my child is on a waiting list at a provider, I understand that I must inform my caseworker of this; otherwise, weeks for which I am authorized for job search but am not able to take my child to care because he or she is on a waiting list will count against my 13 weeks of job search.
3. If I have scheduled care with a childcare provider and my child is absent that day, I understand that the absence counts toward my **13-week** maximum for the year.
4. I agree to notify my caseworker within **(5) five days** of becoming employed and will supply written employment verification within **10 days**. I understand that my job search time will continue to count until CCAP receives written verification of my new employment from my employer, including my start date, rate of pay, first paycheck date, and work schedule.
5. I understand that if I do not submit a written letter of employment before the end of my job search period, my case will be set to close and any care I use after that date will be at my own expense.

Client Signature: _____

Date: _____

Caseworker Signature: _____

Date: _____

HH #: _____