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## Employment/Income Verification

You must be in school, training or employed an average of:

- Single parent family- 25 hours per week.
- Two-parent family- 50 hours per week (combined)

You must provide proof of employment:

- Previous 3 months of income
  - Pay stubs that cover the prior 3-month period
- Self-Employment Verification Form (page 10A)

**NOTE: If you are self-employed or paid in cash, provide proof of business, income and expenses and complete the Self-Employment Verification Form (page 10A).** You may go to our website [www.dfwjobs.com](http://www.dfwjobs.com) →Child Care →Parents →Parent Resources →Forms to print form, if applicable.

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## Education/Training Verification

You must provide proof of enrollment in an education or training program. You must provide:

- Current class schedule showing start/end dates and a current official or unofficial transcript  
Each credit hour of post-secondary education counts as **3 hours** per week  
Each credit hour of a condensed post-secondary education course (summer) counts as **6 hours** per week
- If your training program does not provide a class schedule, you may provide registration paperwork from that training program to verify your enrollment

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**\*\*Child Care assistance for educational purposes will not be provided for customers who have obtained a bachelor's or higher degree. \*\***

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