

A Message For My Child Care Specialist

PARENT/GUARDIAN NAME: _____ CASE # or SSN#: _____
TELEPHONE NUMBER: _____ ALTERNATE NUMBER: _____ DATE: _____

CURRENT ADDRESS

MAILING ADDRESS: _____ Is this a new address? YES NO
CITY: _____ STATE: _____ ZIP CODE: _____
HOME ADDRESS: Same as mailing? YES NO _____
CITY: _____ STATE: _____ ZIP CODE: _____

PROVIDER CHANGE

PREVIOUS PROVIDER NAME: _____
PHONE NUMBER: _____ LAST DAY WITH THIS PROVIDER: _____
NEW PROVIDER NAME: _____ START DATE WITH NEW PROVIDER: _____
NEW PROVIDER'S ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE NUMBER: _____ All Children or Just for: _____

EMPLOYMENT CHANGE (PROVIDE PROOF OF CHANGES)

PREVIOUS EMPLOYER BUSINESS NAME: _____
PHONE NUMBER: _____ DATE LAST WORKED: _____
NEW EMPLOYER BUSINESS NAME: _____
PHONE NUMBER: _____ START DATE: _____
Hours Per Week: _____ Hourly Rate \$: _____ How Often Paid: _____ Date of First Check: _____

UNEARNED INCOME CHANGE (PROVIDE PROOF OF CHANGES)

NAME(S): _____
AMOUNT \$: _____ BEGIN DATE: _____ STOP DATE: _____
Social Security Unemployment Child Support Adoption or Guardianship Subsidy
TANF/Cash Assistance Other: _____

HOUSEHOLD OR OTHER CHANGES

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact 602-542-4248; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DES esta disponible a solicitud del cliente.