

If you have been employed over 30 days with your current employer, you must enclose copies of your two most current and consecutive paycheck stubs. They must be two full paycheck stubs, for two full pay periods.

If you have not been employed over 30 days with your current employer, you must enclose a letter from your employer listing the following information:

EMPLOYEE NAME

DATE EMPLOYEE STARTED WORKING

RATE OF PAY:

Hourly
Monthly Salary

PAY PERIOD:

Weekly
Bi-Weekly
Monthly
Twice a Month

AVERAGE NUMBER OF HOURS SCHEDULED PER WEEK

A SAMPLE OF A NORMAL WEEKLY SCHEDULE INCLUDING THE FOLLOWING:

Days of the Week
Beginning & Ending Times (please indicate AM or PM)

EMPLOYER CONTACT NAME & DAYTIME PHONE NUMBER

The ***Letter of Employment*** must be on company/employer letterhead, must be dated, and signed with the employer's original signature and title. If the employer does not have letterhead, the letter must state the employer does not have letterhead.

A Child Care Resource & Referral Service for:
Christian, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon and Scott Counties

Community Connection Point does not endorse any services we describe. Our purpose is solely to provide information.
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