



Income Verification Documents

IF YOU OR YOUR SPOUSE (SIGNIFICANT OTHER) ARE WORKING, WE MUST HAVE A COPY OF YOUR THREE (4) MOST RECENT CHECK STUBS TO DETERMINE ELIGIBILITY

******You must submit check stubs unless it is a new job or you are paid in cash******

“What if I started a new job or I’m paid cash and do not have a check stub?”

ANSWER: If you are paid cash or if you’ve started a new job and haven’t received your first paycheck yet, we must have a signed letter from your supervisor on company letterhead (see sample letter on back) detailing your name, your rate of pay, work hours and start date.

“What if I’m self-employed and do not have a check stub?”

ANSWER: If you are self-employed and do not have check stubs, we must have copies of your ledgers, receipts and accounting records that detail your profit and expenses for the last 2 months.

**ATTACH YOUR WORK
DOCUMENTS TO THIS FORM**

(Please attach all work verification documents for every person working)

SAMPLE WORK VERIFICATION LETTER

YOUR COMPANY'S LETTERHEAD/LOGO (or attach a business card or company stamp)

Today's Date

**Workforce Solutions Texoma
Attn: Child Care Services
2415 S. Austin Ave., #105
Denison TX 75020**

Dear Child Care Services,

As of July 1, 2008 John Doe was hired at ABC Company, he works Monday – Friday, 8 a.m. to 5 p.m., he is paid \$7.00 an hour and is paid on a bi-weekly basis.

Thank you,

(Signature of employer)

**Jane Smith
Manager ABC Company
903-555-1212**

The letter must cover the following:

- 1. Date of Hire**
- 2. Work Schedule and hours per week**
- 3. Rate of Pay (per hour, per month)**
- 4. Pay Frequency (weekly, bi-weekly, semi-monthly, monthly)**