



## Child Care Payment Program: Wage Verification Form

The following individual is an applicant for the Child Care Payment Program. By executing this form, the employee releases the wage and employment information to MDHS and holds harmless the employer from any liability for any damage resulting from disclosure of this information.

Date: \_\_\_\_\_

Type of Job: \_\_\_\_\_

Date Hired/Start of Business, if Self Employed: \_\_\_\_\_ Start Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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### Section A: Employee Type

Select the type that applies to the above listed individual's employment status.

- ☐ NEWLY HIRED EMPLOYEE: Has been employed for less than 30 days.  
Anticipated Work Hours: \_\_\_\_\_
- ☐ ONGOING EMPLOYEE: Has received payment for at least 30 days of employment.  
Work Hours: \_\_\_\_\_
- ☐ NEWLY SELF EMPLOYED: Business is less than 12 months old. Must also submit a copy of the business license and complete Section B & C.
- ☐ SELF EMPLOYED ONGOING: Business has filed at least one Federal Income Tax Return. Must also submit the most recent Schedule C Form OR a 1040 Federal Tax Form.
- ☐ Medical Leave:  
Anticipated Work Hours: \_\_\_\_\_  
Begin Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

## Section B: Wage information

Wage Calculation: ☐ Hourly      Rate of Pay: \_\_\_\_\_ per hour  
☐ Weekly  
☐ Monthly

Method of Payment:

☐ Cash    ☐ Direct Deposit    ☐ Company Check    ☐ Personal Check\*

**\*Personal Check(s) must be cleared by the bank, and the applicant must provide front and back image of the cleared check(s): If paid monthly - One (1), if paid bi-monthly - Two (2), if paid weekly - Four (4). Checks must be consecutive. \***

Pay Frequency:

☐ Daily    ☐ Weekly    ☐ Two Times a Month    ☐ Every Two Weeks    ☐ Monthly

Is the employee eligible for any of the following? (Check all that apply)

☐ Tips    ☐ Bonuses    ☐ Commission    ☐ Overtime    ☐ Other pay above regular earnings

## Section C: Wage Verification

This section should be completed by the employer. If paid weekly, fill out rows 1-4 below. If paid twice a month or every two weeks, fill out rows 1-2 below. If paid monthly, fill out row 1 below. If paid daily, fill out rows 1-4 and attach an additional page to reflect a month's worth of payment.

Date: Pay Period Ended	Date: Employee Received Payment	Actual Hours Worked	Gross Pay	Other Pay Type (tips, commission, etc.)	Other: Pay Amount

## Section D: Submission

Signature of Person Completing the Form: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Mailing Information: \_\_\_\_\_

Address

City

State

Zip Code