



West Virginia Department of
Health and Human Resources

Thirty Day Job Search Request Form

Interim child care may be provided for up to one (1) month for current recipients who have lost employment or who have completed school and are looking for work. Recipients must contact the agency and request job search time. Job search time shall be limited to activities such as filling out employment applications, job interviews, and appointments with employment agencies.

Clients requesting Thirty Day Job Search must read and sign below.

- I am requesting a Thirty Day Job Search.
- I understand that I have thirty (30) days from my last day of employment to search for a job.
- I understand that I may have no more than five (5) hours of child care per day, four (4) days per week to search for employment.
- I understand that if I use child care for any other reason than to look for employment that I am responsible for payment.
- I understand that after my thirty (30) day job search, I am to provide the agency with a completed New Employment Verification Form (ECE-CC-1B) in order to continue services. I understand that failure to return the New Employment Verification Form at the end of the thirty (30) day period will result in case closure.
- I understand that I am responsible for notifying the agency within five (5) days if my employment status changes.

Client Signature

Date