



Date \_\_\_\_\_

To \_\_\_\_\_

Dear Parent:

## Wait List Update

It is now time to update your status on the Child Care Wait List. Please submit updated verification of employment, income, or education and report any changes in name, address, or telephone number to your local Coalition office (address below).

**If we do not receive information by \_\_\_\_\_, your name will be removed from the Wait List.** Please enclose this letter when submitting documentation. Office hours: Monday through Friday, 8 am – 5:00 pm. After hours appointments available.

**Earned Income for all family members over the age of 18:** (any of the items listed below will qualify)

- Most recent 6 weeks of check stubs, must include hours worked during pay period and gross income
- Verification of Employment Form completed only by your employer-one per employer, must include hours worked
- If self employed, call your local Coalition office for items that you need to bring in

**Documentation of Education activities:**

- Documentation of school schedule for adults participating in education or training programs.
- ELCNC-267 Verification of Education Form is available on the Coalition's website [www.elc-naturecoast.org](http://www.elc-naturecoast.org) or may be obtained by contacting your Client Services Counselor at the address below.

**Unearned income: (Must be most recent six weeks)**

- Child Support payments
- Alimony
- Social Security benefits
- Supplemental Security Income
- TANF amounts
- Worker's Compensation
- Unemployment benefits
- Veteran's benefits
- Retirement benefits
- Other household income

Chiefland Office  
212 N. Main Street  
Chiefland, FL 32626  
Phone: 352-490-5855  
Fax: 352-490-6762  
Toll-Free: 877-840-5437

Crystal River Office  
1566 N. Meadowcrest Blvd.  
Crystal River, FL 34429  
Phone: 352-563-9939  
Fax: 352-563-5933  
Toll-Free: 877-336-5437

Sumter Office  
114 N. Jumper Drive  
Bushnell, FL 33513  
Phone: 352-793-5430  
Fax: 352-793-6230