

# Child Care Financial Assistance Program Training Plan

Please fill this form out and mail to:

Training can be a need for you to receive child care assistance. Training is defined as "any activity that is likely to lead to employment within one year of completion of training; or is required for your job". If you have a Bachelor's degree you cannot use training as a need for child care.

**Note:** If you receive a TANF grant, you must contact your Reach Up case manager to receive child care

Applicant/Caregiver: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

## Complete the sections which apply to your situation.

1. The highest grade completed in school (check one)

High School, please circle highest grade completed: 9      10      11      12

Some College, have not yet earned a degree

Associates Degree in: \_\_\_\_\_

Technical College: \_\_\_\_\_ (enter number of years attended)

2. I have begun a degree program at \_\_\_\_\_  
Date I began working on my degree \_\_\_\_\_

3. I have attached my transcripts showing successful completion of all prior coursework. Successful completion is defined as a grade of "C" or better in a graded system or a majority of passed courses if they are graded as pass/fail courses.

4. Projected date of completion of degree \_\_\_\_\_  
Steps I need to take to complete my degree include \_\_\_\_\_

5. I am involved in an alternative training program. I would like to request that my training program be approved by CDD and or policies as an approved training program. I have attached a written description of my plan for training.

*This plan must include: beginning and end dates; specific training activities; written documentation related to your training (for example, an acceptance letter into the program, a course description, or registration payment information).*

I understand that I must report any changes in my training status immediately. I understand that I could be subjected to prosecution for fraud if I do not report changes, or provide incorrect or misleading information.

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

If you have questions about this form, please contact your eligibility specialist at:

