THE DEPARTMENT OF EARLY EDUCATION AND CARE
SUBSIDIZED CHILD CARE

EMPLOYER CERTIFICATION OF LAST DAY OF EMPLOYMENT

To Whom it May Concern:

The Department of Early Education and Care (EEC) is the Lead Agency for administering the Child Care Development Fund (CCDF) in Massachusetts. EEC's mission is to support all children in their development as lifelong learners and contributing members of the community, and to support families in their essential work as parents and caregivers. We also administer financial assistance allowing families access to high-quality early education and out-of-school time programs that support their developmental success.

As part of his/her application for child care subsidy, _____ has signed a release authorizing employers to release information regarding income, pay scale, hours and schedule of work to the EEC and/or the Subsidy Administrator. For your convenience, a copy of the release is enclosed with this letter.

According to our records, the person referenced above is/was employed by your company. Please complete the information requested below:

First day of employment: _____ Last day of employment: _____

Hourly Wage: $_____ Average Weekly Hours:_____

Gross Amount on Last Paystub: $_____ Position/Title: _____

Company Name: _____

Company Address: _____

City/State/Zip Code: _____

Print Name of Person Verifying:_____

Signature of Person Verifying: _____

Title of Person Verifying: _____

Telephone Number: _____

Thank you for your assistance.

You may return this form to:

_____ _____
SUBSIDY ADMINISTRATOR AGENCY NAME **SUBSIDY ADMINISTRATOR STAFF MEMBER**

_____
ADDRESS **CITY** **STATE** **ZIP CODE**

_____
PHONE NUMBER **EMAIL** **FAX NUMBER**