

Referral to Employer for Employee Income Information

To be completed by Employee
CONSENT TO RELEASE INFORMATION

I (employee's name) _____, give permission to my
employer, _____,
(Print the company's /organization's /employer's /owner's name)
to release my employment/income information to the NYC Administration for Children's Services and NYC Public Schools.

Employee's Signature: _____ Date Signed: _____

To be completed by Employee's Supervisor, Personnel or Payroll Department

Note: NYC's Administration for Children's Services or
NYC Public Schools may contact you by telephone to verify employment/income information.

The individual named above is requesting/receiving publicly funded child care services.
To make a financial eligibility determination, it is necessary to verify income for the last three (3) months.

Period of Employment:

Start Date: _____ End Date: _____ Return to Work Date: _____
(leave blank if still employed) (if on leave)

Type of Work: _____

Regular Employment Schedule: Hours

Sunday		Monday		Tuesday		Wednesday	
from	to	from	to	from	to	from	to

Thursday		Friday		Saturday	
from	to	from	to	from	to

Salary/Wages: \$ _____

Does this schedule include time for lunch or other meal? ☐ No ☐ 30 Minutes ☐ 1 Hour

Income is paid ☐ weekly ☐ bi-weekly ☐ semi-monthly ☐ monthly

Hourly Wage: \$ _____

Only complete this question if you work in New Jersey. Is your employer a small business? ☐ Yes ☐ No

Note: A small employer did not employ 10 or more over the course of the year. The size is based on the highest total number of employees at any given time during the current or prior calendar year and amongst all sites.

Gross Payroll Information for the Past Twelve (12) Weeks

Service employees must receive a combination of tips and wages as set forth by the New York State minimum hourly wage law. List overtime, if any in the appropriate column. **Only complete the applicable sections below.**

Note: Weeks that were not worked must still be included (enter "U" for Hours Worked). Other earnings; include but are not limited to commissions, piece-rate payments, and cash bonuses.

'Total (Gross Income)' Column, will only calculate if this form is downloaded and viewed in Adobe Acrobat.

Go to: <https://get.adobe.com/reader/> to download for free. Make sure you click the green button next to Total Gross Income after adding all payroll information to the table.

	Period Ending mm/dd/yyyy	Hours Worked	Gross Earned	Overtime	Tips	Other Earnings Amount	Type	Total (Gross Income)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Total Gross Income _____

[Click Here](#)

Business/Employer's Name (please print): _____

Business Street Address: _____

Telephone #: _____ Ext.: _____ Federal Tax ID #: _____

This form was completed by (Employee's Supervisor, Personnel or Payroll Department): _____

I _____, swear and/or affirm that all the financial information I have given related to the employee named above is true and accurate.

Signature: _____

Title: _____ Date Signed: _____