

Solano Family & Children's Services

Main Office: 421 Executive Court North — Fairfield, CA 94534 — (707) 863-3950 — Fax: (707) 863-3975

JOB SEARCH INSTRUCTIONS

Child Care for job search is provided for less than 30 hours per week, up to five days per week for a 60 day time period in a fiscal year. Any evening/weekend use requires verification of the job search activity.

You will be given job search logs to complete and turn in for each month you are authorized for Job Search.

Instructions for filling out the job search log are as follows:

1. Use as many job search logs as needed for each month of child care.
2. Fill out each job search log completely including: **job search month, parent's name, parent's signature and date signed.**
3. You must enter the date, the names and addresses of the companies you contact, the phone numbers and the names of the persons you spoke to, on the log. **A minimum of ten (10) employers are to be contacted and documented by you for each month you receive child care services.**
4. When job search is used in the evenings/weekends, you must attach job search logs to the attendance form for each month that evenings/weekends were used. **Failure to do so will result in non-payment of child care services.**
5. Job search time may be used to read want ads in the newspaper or to make job search phone calls from home, working on your resume, researching jobs at the library, etc. Job search time may NOT be used for any other appointments or activities not related to your search for work.
6. **When you become employed, you must contact your Family Services Specialist within 5 days to update your file.**
7. Contact your Family Services Specialist if you have any questions about job search.

The purpose of this agency is to promote and advocate for the well-being of children and families in Solano County by providing Subsidized Child Care, Resources & Referrals, Provider/Parent Training and Education, the Child Care Food Program and Community Outreach to address the community's diverse and ever changing needs.

E-Mail: info@solanofcs.org

**Must be
attached to the
attendance
form for the
current month.**

SFCS – JOB SEARCH LOG

MONTH: _____

PARENT'S NAME: _____

	DATE	COMPANY NAME COMPANY ADDRESS	CONTACT PERSON PHONE NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I do hereby certify that I engaged in the above job search activities during the period child care was provided. I understand that I will be liable for child care costs incurred and may lose child care privileges if this information is found to be false.
I declare under penalty of perjury and the laws of the State of California, that the above information is true and correct to the best of my knowledge .

Parent's Signature _____ Date _____