

Dear _____,

We are asking for your assistance to help us enroll the father/mother of your minor child in our employment program. In order for us to determine that _____ is eligible, we need some information from you. You are not required to provide this information and we understand that your current financial situation has no bearing on your right or need to receive child support.

Our employment program helps low-income individuals find and keep jobs. We also help these individuals to increase their earnings. One of our program’s goals is to increase a noncustodial parents’ ability to pay child support. In order for a noncustodial parent to be eligible to participate in our program we need to verify that his/her minor child is currently receiving or would be eligible to receive certain forms of assistance.

If you wish to provide us with the information necessary to determine eligibility for _____, please provide us with the following information about your family or your child _____.

- 1. Child’s age _____.
- 2. Check any of the following boxes that apply:
 - our child receives Family Assistance (TANF), Food Stamp Benefits, Medicaid Assistance, SSI or Child Health Plus;
 - our child received Family Assistance (TANF) during the last twelve months;
 - the annual gross income of the blood related family members who live with my child is below the 250% of poverty income standard (see table below)

Family Size	Annual Income
1	\$22,450
2	\$30,300
3	\$38,150
4	\$46,000
Pregnant women count as two.	Add \$7850 for each member over four.

- 3. Please sign below verifying that the information you provided is true and return this letter in the self-addressed stamped envelope provided.

Your Signature Date

Print Your Name

We appreciate your time and cooperation with this request. However, you are reminded that you are not required to reply. Please be assured that the information you provide will not be released to the noncustodial parent under any circumstances and will be treated as confidential and protected information. If you have any questions or concerns, please contact our program at the address above, or by phone at _____.

Sincerely,