



# Child Care Subsidy Application Employment and Employment Income Verifications



## Is currently employed

Paystubs, Paycheck, Wage statements, Earnings statement, Armed Forces Pay

- At least one (1) full month of pay stubs which was paid/received the month prior to applying. 2 months is preferred. Look for the "Pay Date" on your stub or statement.
  - Example. You apply on June 1, please turn in all pay stubs that you got for the months of April and May for each parent/guardian that is employed at the time of application.

## Sample pay stubs for one (1) month

Look at the "Pay Date".  
For the month of May,  
you have 2 paystubs.  
One paid on May 5 and  
the other on May 20.

### EARNINGS STATEMENT

COMPANY ALOHA  
123 ALOHA ST, HONOLULU, HI 12345  
Employee Name: Hope Marie Aloha  
SSN: xxx-xx-6789  
Employee ID: 98856

Check No: 98765  
Pay Period: 04/16/2023-04/30/2023  
Pay Date: 5/05/2023

Income	Rate	Hours	Current Total	Deductions	Current Total	Year-To-Date
Gross Wages	15.00	40	600.00	FICA MED TAX	8.70	78.30
				FICA SS TAX	37.20	334.80
				FED TAX	90.00	810.00
				ST TAX	34.50	310.50
				HEALTH	\$76.58	\$689.22
<b>YTD GROSS</b>	<b>5,400</b>		<b>YTD NET PAY</b>	<b>CURRENT TOTAL</b>	<b>CURRENT DEDUCTIONS</b>	<b>NET PAY</b>
			<b>2,563.11</b>	<b>600.00</b>	<b>315.21</b>	<b>284.79</b>

\*Excluded from federal taxable wage

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COMPANY ALOHA  
123 ALOHA ST, HONOLULU, HI 12345  
Employee Name: Hope Marie Aloha  
SSN: xxx-xx-6789  
Employee ID: 98856

Check No: 98766  
Pay Period: 05/1/2023-05/15/2023  
Pay Date: 5/20/2023

Income	Rate	Hours	Current Total	Deductions	Current Total	Year-To-Date
Gross Wages	15.00	40	600.00	FICA MED TAX	8.70	78.30
				FICA SS TAX	37.20	334.80
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## Other employment compensation:

- Commissions
- Tips
- Piece-rate payments
- Cash bonuses earned
- Free rent converted to a cost compensation

## Verifications:

Copies of checks, signed letter from employer, signed written statement from you on cash tips and bonuses received, etc.



## Child Care Subsidy Application Employment and Employment Income Verifying Documents



Have job offer to start within 2 weeks

Signed letter from new employer with the following information:

- Employer's Name
- Employee's Name
- Expected start date
- Expected hourly wage or salary
- Expected work schedule or work hours
- Signed by employer/supervisor

Aunty Aloha's Lei Stand  
123 Airport Street  
Honolulu, HI 96813

June 1, 2023

Department of Human Services  
Child Care Subsidy Unit  
94-275 Mokuola Street, Room 105  
Waipahu, HI 96797

To Whom It May Concern:

This letter is to inform you that Jane Doe has been offered a part time position to start on June 16, 2023. Jane will be working Monday to Fridays from 9 a.m. to 1 p.m. with a minimum of 20 hours a week. Her hourly pay is \$12.00 and will be paid on the 5<sup>th</sup> and the 20<sup>th</sup> of each month.

If you have any questions, please feel free to call me at (808) 889-1111.

Sincerely,  
*Aunty Aloha*

For self-employment, look at the self-employment checklist and verification information sheet.