

CHILD CARE EXPENSE VERIFICATION FORM

Name of Child Care Provider: _____

PLEASE RETURN FORM TO:

Address: _____

SUBJECT: Verification of Information Supplied by an Applicant/Tenant for Housing Assistance

NAME: _____

ADDRESS: _____

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to ensure timely processing of the application for assistance. The applicant/tenant has consented to this release of information as shown below.

**Area to be completed by Child Care Provider
(Please answer all questions. Answer N/A if the question doesn't apply.)**

- 1. List the Names and Age(s) of the Child(ren) in your care: _____ Age _____
 _____ Age _____
 _____ Age _____
 _____ Age _____

2. List the hours of the day and the days of the week the child(ren) are in your care: _____

- 3. List the amount paid for child care and how often this amount is paid:
 Per hour \$ _____ Number of hours in your care weekly: _____ OR
 Per week (if rate is paid as a weekly amount) \$ _____ OR Per month (if rate is paid as a monthly amount) \$ _____

4. Is the amount paid to you reimbursed by an outside agency? _____ If yes, how much is reimbursed? _____

Name and Title of Person Supplying the Information

Firm/Organization Name

Signature

Date

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would required the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

Signature

Date

NOTE TO APPLICANT/TENANT: You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208(a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Please return the form to the address listed above. Thank You.



Acceptable forms of Child Care Verification:

NOTE: HUD accepts three methods of verification. These are, in order of acceptability, third-party verification, review of documents, and family certification. If third-party verification is not available, owners must document the tenant file to explain why third-party verification was not available.

1. Child Care Expense Verification form completed by the child care provider.

NOTE: Owners should recognize that child care costs may be higher during summer and holiday recesses.