



**DOL Child Care Subsidy Program  
Monthly Invoice Form**

**SECTION A – EMPLOYEE (Parent ) AND CHILD CARE PROVIDER INFORMATION**

1. PARENT'S DOL CODE		2. PARENT'S FIRST NAME		PARENT'S LAST NAME	
ESA / OWCP		3. INVOICE MONTH	4. INVOICE YEAR	5. NAME OF CHILD CARE PROVIDER (Individual name if you are not a business)	

**SECTION B - CHILDREN INFORMATION**

Please list each child of the DOL employee listed above on line 3, for whom child care services were provided by the child care provider listed above on line 5. You may list up to 4 children on the same invoice as long as all of the children were cared for by the same child care provider.

CHILD 1 FIRST NAME	CHILD 1 LAST NAME	CHILD 1 AGE
CHILD 2 FIRST NAME	CHILD 2 LAST NAME	CHILD 2 AGE
CHILD 3 FIRST NAME	CHILD 3 LAST NAME	CHILD 3 AGE
CHILD 4 FIRST NAME	CHILD 4 LAST NAME	CHILD 4 AGE

**SECTION C - CHILD CARE SERVICES WEEKLY COST AND TOTAL MONTHLY COST**

Please indicate the total child care charges for services rendered each week during the month. Each week is from Monday to Friday. Please look at a calendar each month, and count the number of Fridays in the month. The week ending date should always be on a Friday. Most months will have 4 Fridays or 4 weeks. A few months will have 5 weeks. **PLEASE DO NOT PUT DIFFERENT MONTHS ON THE SAME INVOICE.**

	CHILD 1 CHILD CARE COST	CHILD 2 CHILD CARE COST	CHILD 3 CHILD CARE COST	CHILD 4 CHILD CARE COST	TOTAL WEEKLY CHILD CARE COST
WEEK 1 ENDING DATE					
WEEK 2 ENDING DATE					
WEEK 3 ENDING DATE					
WEEK 4 ENDING DATE					
WEEK 5 ENDING DATE					
<b>TOTAL CHILD CARE CHARGES FOR THE MONTH</b>					<b>\$</b>

**SECTION D - EMPLOYEE (PARENT) CERTIFICATION**

**I certify and affirm** that the above information is true and complete to the best of my knowledge. I certify that I am an active full-time or part-time permanent U.S. Department of Labor (DOL) employee, and my total family or adjusted gross income (including my spouse's income) does not exceed \$79,999 per year. I certify that I am the parent and / or legal guardian of each child listed above. I certify and affirm that each child listed above is under the age of 13 (under the age of 18 or if my child is disabled), and was cared for by the child care provider listed above, and I do confirm each child's attendance as indicated above.

**I understand** that if I make a false statement, it is a violation of federal law and I may be subject to criminal and / or civil penalties as allowed by law. In addition, I further understand that if I make false statements or misrepresentations on this form, I may be subject to criminal prosecution and punishment,

SIGNATURE OF PARENT / GUARDIAN	DATE SIGNED

**SECTION E - CHILD CARE PROVIDER CERTIFICATION**

**I certify and affirm** that I have the legal authority to sign on behalf of the child care facility listed above, or I am an individual providing child care services. I further certify and affirm that the above information is true and complete to the best of my knowledge. I certify that I (we) am (are) a licensed or regulated child care provider; or I am an eligible child care provider pursuant to requirements of my state. I certify and affirm that I am not receiving a child care subsidy or child care benefit from any other source for any of the children listed above, except any other child care benefits that I have disclosed. I verify and confirm that each child listed above did attend my facility (or home), and I (we) did provide child care services for each child listed above.

I understand that if I make a false statement, it is a violation of federal law and I may be subject to criminal and / or civil penalties as allowed by law. In addition, I further understand that if I make false statements or misrepresentations on this form, I may be subject to criminal prosecution and punishment, including repayment of any subsidies received, fines or imprisonment.

SIGNER'S PRINTED NAME	SIGNATURE	TITLE	DATE SIGNED