CCDF VOUCHER PROGRAM TIPPED EMPLOYEE WORKSHEET

State Form 56904 (R1 / 10-26)
FAMILY AND SOCIAL SERVICE ADMINISTRATION
OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING
CHILD CARE AND DEVELOPMENT FUND (CCDF)

GENERAL INSTRUCTIONS:

A. Paystubs or a CCDF approved alternative is required in addition to the Tipped Wages Worksheet.

B. If you are unable to determine which categories are included in your gross wages or if the hours reflected on your pay stub are not accurate, you MUST obtain a signed and dated statement from your employer and submit with the Tipped Wages Worksheet. (The statement must be on company letterhead or include business card from individual signing statement or provide the Tax Identification Number of your employer.)

INSTRUCTIONS:

1. *Enter check date (date pay received).*
2. *Enter Applicant/Co-Applicant name as it appears on the pay stub.*
3. *List each wage/earnings category listed on the pay stub.*
4. *List the hours indicated on the pay stub.*
5. *Indicate Yes or No as to whether this line item was included in the gross wages.*
6. *List the amount on the stub matching the description listed in box 3.*
7. *List any additional tips received but not indicated on pay stub.*
8. *Total hours from pay stub.*
9. *Internal Use ONLY (Intake Agent will complete) - Total only income marked with a Yes in column 5.*
10. *Internal Use ONLY (Intake Agent will complete) - Calculate total hours x minimum wage. The Applicant/Co-Applicant's wages for this pay stub will be the greater of items 9 or 10.*

NOTE: Copies of your pay stubs must be included with this form.

1. Date of check *(month, day, year)*	2. Name of client

The following wage categories are listed on my attached paystub. Those included in my gross wages have been marked.

3. Description *(List each wage / earnings category listed on your pay stub.)*	**4. Hours Shown on Pay Stub**	**5. Included in My Gross**	**6. Amount**
		☐ Yes ☐ No	$
		☐ Yes ☐ No	$
		☐ Yes ☐ No	$
		☐ Yes ☐ No	$
		☐ Yes ☐ No	$
		☐ Yes ☐ No	$
7. Additional Self-Declared Tips		Yes	$
8. TOTALS		*(For Internal Use Only)* **9. Total Marked Yes**	
		(For Internal Use Only) Minimum Wage Calculation **10. Total Hours x Minimum Wage** = $	

Signature of applicant / co-applicant	Date *(month, day, year)*
Name of employer	Telephone number (w/ area code)