

DCC-90I Instructions

Purpose of the Form:

The DCC-90I Work and School Schedule form is the client's statement of his/her work and school schedule.

**The applicant and any other responsible adult in the household must each complete a form.

1. Enter the name, address and phone number of the employer for the adult it pertains to.
2. Complete the name of the adult it pertains to on the line "Work Schedule For"_____.
3. Complete scheduled work hours in a.m. and p.m. for each day of the week.
4. If applicable, fill in scheduled school hours listed above in a.m. and p.m. for each day of the week.
5. Explain in writing if work schedule varies.
6. Sign and date the completed form and return the form to your local child care worker by the due date specified at the top of the form.

For more information, please see the Sample Form or if you have any questions about completing the form, please contact us at (800)809-7076 or (859)254-9176 if in the Lexington calling area.