



CCDF VOUCHER PROGRAM TIPPED EMPLOYEE WORKSHEET

State Form 56904 (R / 4-21)
 FAMILY AND SOCIAL SERVICE ADMINISTRATION
 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 | | |
|--|----------------------------|---|-----------|
| <i>The following wage categories are listed on my attached paystub. Those included in my gross wages have been marked.</i> | | | |
| 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 |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ |
| 7. Additional Self-Declared Tips | | Yes | \$ |
| 8. TOTALS | | (For Internal Use Only) 9. Total Marked Yes | |
| <i>To determine gross wages, record the greater of amount marked as Gross or Total Hours x Minimum Wage.</i> | | (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 () |