

## WORK WAIVER FORM



Applications for the Student Childcare Subsidy Program are submitted to the Childcare Subsidy Coordinator in the Office of Human Resources at The Pennsylvania State University for consideration. One eligibility requirement for application consideration is that the spouse of student parent applicant be working and show proof through 1 month of paycheck stubs for working spouse/partner at the time of application.

**This form is only required if the student parent applicant (or spouse of applicant) has extenuating circumstances (past examples include disability, injury, international restrictions via work Visa, spouse is also a full time student etc) preventing themselves/spouse from working and are requesting a waiver from the work eligibility requirement.** To help make the best possible decision in determining eligibility, we would appreciate your assistance by providing the below information.

Student Parent Name: \_\_\_\_\_

PSU ID # \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone No. : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. Please describe the parent's/guardians circumstances that make him/her unable to perform work-related activities (all information shared will be confidential and only used for the purposes of application to the Childcare Subsidy Program):

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We certify that the information above is accurate and will be used for full application consideration (along with other required documentation) for the Student Parent Childcare Subsidy.

\_\_\_\_\_ Student Parent (Print Name)

\_\_\_\_\_ Student Parent Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Spouse (Print Name)

\_\_\_\_\_ Spouse Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE: TO BE VALID, this form must be emailed to [subsidy@psu.edu](mailto:subsidy@psu.edu), faxed to 814-865-5912 or or mailed to the Coordinator of Childcare Subsidy program at Student Parent Childcare Subsidy Program, Human Resources, The 331 Building, Suite 200, University Park, PA 16802**

