

**CHILD CARE DEVELOPMENT FUND (CCDF) VOUCHER PROGRAM
TIPPED EMPLOYEE WORKSHEET (v7-16-12)**

(1)

(2)

Check Date: _____ Client Name: _____

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

Description (List each wage/earnings category listed on your pay stub) (3)	Hours Shown on Pay Stub(4)	Included in my Gross (5)	Amount (6)
		<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	\$
Additional Self Declared Tips		YES	\$ (7)
TOTALS	(8)	<i>(Internal Use Only)</i> Total Marked YES	\$ (9)
To determine gross wages, record the greater of Amount Marked as Gross or Total Hours x Minimum Wage		<i>(Internal Use ONLY) Minimum Wage Calculation</i> Total Hours X Minimum Wage = \$ (10)	

**Tipped Wages Worksheet and Determining Gross Wages
INSTRUCTIONS**

General Instruction:

- 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.)*

Instruction:

- 1) Enter check date (date pay received)
- 2) Enter Applicant/Co-Applicant name as it appears on the paystub
- 3) List each wage/earnings category listed on the paystub
- 4) List the hours indicated on the paystub
- 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 paystub
- 8) Total hours from paystub
- 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 paystub will be the greater of boxes (9) or (10)