

At a minimum the certification must include:

- a. The number of EVT trips already taken by employee or spouse under the authority in pars. C6675-A3 & C6678 during their lifetime.
- b. The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;
- c. A detailed description of the circumstances pursuant to which the EVT allowance is being claimed; and
- d. If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship which supports a claim that the individual “stood in the place of” a parent to the employee or the employee’s spouse.

**SAMPLE CERTIFICATION**

I, \_\_\_\_\_  
(Name)

certify that it is necessary for me (*or for my spouse*)

to travel to the location of my (*or eligible spouse’s*) parent,

\_\_\_\_\_  
(Name)

who resides at:

\_\_\_\_\_  
(Complete Address)

to assist in getting appropriate care or making new living arrangements due to recently discovered incapacity. I have the following indications that my (*or eligible spouse’s*) parent may not be able to continue living independently:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby declare that, if approved, this will be my Employee Spouse first /  second eldercare trip at Government expense during my lifetime (See JTR, par. C6678-B for limit on number of trips).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name).

