

Provider Information Form

To Be Completed by the Parent/Guardian:

Print Parent/Guardian Name _____ **Phone Number** _____

Request (Select One):

- Initial provider (First enrollment for family/child)
- Change in child care provider
Previous provider name _____ Last date of service _____
- Alternate provider (Note: Must be approved 2 weeks in advance and limited to 10 days per fiscal year)
Service dates _____ to _____
- Adding a second provider

List child(ren) affected by this request and the day/time care is needed:

Child Name	Day/Time–Non school days	Day/Time–School days
Jane Doe	Mon – Fri 7:30am – 5:30pm	Mon – Fri 3:00pm – 5:30pm
John Doe	Vary Sun – Sat; max 6 hr per day	Vary Sun – Sat; max 3.5 hr per day

(Parent/Guardian signature)

(Date)

To Be Completed by the Provider:

Print Provider Name _____ **Phone Number** _____

Provider Address _____ **SS# or Tax ID#** _____

First Date of Service for child(ren) _____ (Effective 2 weeks from receipt of all documentation)

Provider Type (Select One):

- Licensed Center
- Licensed Family Child Care Home
- School Site Exempt
- Non Licensed, Exempt out of child’s home
- Non Licensed, Exempt in child’s home (Note: Must have a minimum of 3 children in care for the same period of time)

Note: New child care providers must submit a copy of their policies/contract and rates. SCOE will be unable to contract with you if policies/contract and rates are not on file. Exempt providers must document their rates on a separate sheet of paper.

(Provider signature)

(Date)

If you have any questions, please contact a Child Care Specialist at (209) 238-6300.

Provider Request Process

- 1) Parent/Guardian selects a child care provider
- 2) Parent/Guardian discuss' child care needs with Child Care Specialist
- 3) Child Care Specialist provides the parent/guardian with required documentation
 - a. Exempt provider– Specialized packet depending upon type of exempt care
 - b. Licensed or school site exempt – Provider Information Form only
- 4) Parent/Guardian and provider complete and submit required documentation to their Child Care Specialist
- 5) Child Care Specialist reviews requested action
 - a. Complete documentation – Requested action will be effective 2 weeks from receipt of all documentation.
 - b. Incomplete documentation – Returned to parent/provider for completion. Requested action will be effective 2 weeks from receipt of completed documentation.
- 6) An Agreement for Services and attendance claim is issued to the child care provider
- 7) Child care services may begin

Instructions for the Provider Information Form

Parent/Guardian section:

Parent/Guardian Name – Name of parent/guardian of enrolled child

Phone Number – Contact telephone number of parent/guardian

Request – Specify request

- Initial provider – Check this box if first enrollment for your family or child
- Change in child care provider – Check this box if your child(ren) are in the process of changing child care providers. Also, record your previous provider and the last date service was used.
- Alternate provider – Check this box if you are requesting to have an alternate provider for when your child is ill or when your regular provider is closed. Also, record the child care service dates for the alternate provider.
- Adding a second provider – Check this box to add a second provider because one of the providers can not accommodate all of your child care needs or if you have elected to enroll your child(ren) in a licensed early education program for a half day.

List child(ren) affected by the request and the day/time care is needed – List only the children in your family who will be affected by the action. Also, record the day/time child care is needed with this provider.

Provider section:

Provider Name – Name of child care provider that will provide services

Phone Number – Contact telephone number of the child care provider that will provide services

Provider Address – Physical and mailing address of child care provider

SS# or Tax ID# - Providers social security number or tax id number

First Date of Service for child(ren) – Record the first date child care services will start

Provider Type – Check the appropriate box of the provider type that will be providing child care services