

Provider Participation Documentation Requirements (July 1, 2010)

Alternative Payment Licensed Center or Family Child Care Home

- License
- Program Guide Verification
- Agreement for Child Care Services
- W-9
- Copy of Tax Identification
- Copy of Photo ID
- Rate Sheet
- Policies

Alternative Payment License Exempt Center

- Proof of Exemption
- Program Guide Verification
- Provider Information Form
- Agreement for Child Care Services
- W-9
- Copy of Tax Identification
- Copy of Photo ID
- Rate Sheet

Alternative Payment Exempt Relative (Aunt, Uncle, Grandparent of Child)

Out of Home:

- Program Guide Verification
- Provider Information
- Agreement for Child Care Services
- W-9
- Copy of Tax Identification
- Rates
- Copy of Photo ID
- Tuberculosis Clearance
- Declaration of Exemption from Trustline Registration
- Health and Safety Self-Certification
- Health and Safety Facility Checklist

In-Home:

- Notice of Understanding For the Use of In-Home Child Care Provider
- Copy of employer documents
- Note: 3 children must be in care for the same period of time

Alternative Payment Exempt Non-Relative

Out of Home:

- Program Guide Verification
- Provider Information
- Agreement for Child Care Services
- W-9
- Copy of Tax Identification
- Rates
- Copy of Photo ID
- Tuberculosis Clearance
- Trustline Registration
- Trustline Registration Criminal Record Statement
- Health and Safety Self-Certification
- Health and Safety Facility Checklist

In-Home:

- Notice of Understanding For the Use of In-Home Child Care Provider
- Copy of employer documents
- Note: 3 children must be in care for the same period of time

General Child Care Licensed Family Child Care Home Network

- License
- Program Guide Verification
- Provider Information
- Agreement for Child Care Services
- W-9
- Copy of Tax Identification
- Copy of Photo ID
- Rate Sheet
- Policies
- Child Care Liability Insurance (\$100, 000/\$130,000)
- Co-payment Waiver
- CPR/First Aid Cards

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