

# REFERRAL for Child Care Provider Enrollment Application

Case manager completes this form and e-mails it to Provider Enrollment Mailbox

DATE: \_\_\_\_\_

DCF WORKER: \_\_\_\_\_ Office: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ **OUT OF HOME RELATIVE PROVIDER** (care provided in relative's home)

\_\_\_\_\_ **IN-HOME PROVIDER** (care provided in the child's home)

\_\_\_\_\_ **OTHER PROVIDER**    \_\_\_ Licensed Day Care Home    \_\_\_ Child Care Center    \_\_\_ School District

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PARENT NAME: \_\_\_\_\_ KSCARES CASE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE CARE BEGINS: \_\_\_\_\_

**\_\_\_\_\_ Parent has been provided with The Parent Provider Partnership handbook (form ES-1656).**

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PROVIDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ APP or REQUEST DATE: \_\_\_\_\_

PROVIDER'S RELATIONSHIP TO CHILD(REN) (FOR RELATIVE PROVIDERS ONLY): \_\_\_\_\_

CURRENT PROVIDER: Y/N \_\_\_\_\_ IF YES, PROVIDER NAME: \_\_\_\_\_

CLOSE EXISTING PROVIDER: Y/N \_\_\_\_\_ IF YES, EFFECTIVE DATE: \_\_\_\_\_

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### WHEN A REQUEST TO ENROLL A CHILD CARE PROVIDER IS RECEIVED FROM A CUSTOMER, PLEASE NOTE:

1. The DATE of request or application must be clearly documented. The effective date of the Provider Agreement is based on those dates.
2. Provider must be able to receive payment through electronic deposit.
3. For relative providers, ask the DEGREE OF RELATIONSHIP to the children. A RELATIVE child care provider may be a grandparent, great grandparent, aunt, uncle or sibling to the child. They may not reside in the same household, be a parent or step parent to the child, or be on an assistance case with the child.
4. Customers requesting IN-HOME providers must provide verification of their EIN prior to approval of their proposed provider. The provider is their employee and the care is provided in the child and parent's home - not the provider's.
5. Case manager will be informed if the provider is approved or denied. If denied, the worker should contact the client to give them the option of selecting another child care provider.