

CHILD CARE CORNER

Spring '10 Newsletter



StanWORKs Child Care Program
251 E. Hackett Rd.
Modesto, Ca. 95353
(209) 558-2332
www.stanworks.com

A copy of a signed contract between the parent and licensed provider must be submitted for each child along with a fully completed Licensed Provider Designation form every time a family begins using a licensed provider, and/or anytime there are changes to the child care arrangement. Forms containing incomplete, inaccurate or conflicting information are not acceptable and may result in delay or denial of the request for reimbursement and/or the child care case.

A copy of the license, policies, fee schedule, signed and dated Child Care Policy and Procedure statement, signed and dated Rights and Responsibilities form must be submitted, unless the chosen licensed provider is already an established provider in the program and is currently serving and approved to provide service to StanWORKs Child Care Program families. Changes or updates to any of the above mentioned forms require completion and submission of a new form(s).

License-exempt providers are required to complete a new license-exempt provider packet every time there is change to any of the information contained in the packet.

Both licensed and license-exempt providers are required to complete and submit a new W9 form any time the provider has a name or address change, or a change in tax claiming status. When completing the W9 form, please list your mailing address only to ensure that your 1099 form is mailed to the correct address.

All requests for income verification must be requested in writing by completing a Provider Reimbursement Verification Request form. Providers can obtain the form from the StanWORKs Child Care Program reception window or by contacting a Child Care Case Manager. The request for verification will be processed within 7 business days from receipt of a completed request form.

Effective 03/01/10, applicants for child care services are required to watch a Child Care Rights and Responsibilities video in its entirety prior to starting the Intake application interview.

To safeguard your personal identifiable information, the StanWORKs Child Care Program can no longer leave messages on answering machines, voicemail, or with a third party individual. The StanWORKs Child Care Program is limited to leaving the agency representative's name and phone number. A verbal authorization/permission may be given as authorization to leave a one time detailed message.