

# Licensed Child Care Providers

## Enrollment Package

### Center Checklist

- 1. Application for Enrollment To Be A Provider of Subsidized Child Care (DCD-0451 Rev.02/05) – *return to Child Care Unit*
- 2. Child Care Provider Agreement (DCD-0452 Rev. 02/05) – *return white copy to Child Care Unit, provider keeps pink copy*
- 3. Catawba County Department of Social Services Payment Polices for Child Day Care Providers (DSS Rev. 12/06)– *return white copy to Child Care Unit, provider keeps pink copy*
- 4. Private Paying Rates and Other Fees (DCD-0458 Rev. 04/05)– *return white copy to Child Care Unit, provider keeps pink copy*
- 5. Request for Taxpayer Identification Number and Certification (provider must put employer ID number) – *return to Child Care Unit*  
\*Checks will be issued based on this information (Name and Address)
- 6. Direct Deposit Letter & Form– *return to Kristy Connelly in Finance (the address is on the letter) \*Checks will be issued based on this information*
- 7. Information About Subsidized Child Day Care (DCD-0460 Rev. 10/02)  
– *provider keeps*
- 8. Attendance Sheets (DSS Rev. 11/06) - *return one on the 25<sup>th</sup> of each month or payment will not be made (provider keeps example)*
- 9. Directions to the provider from Social Services -*return form to Child Care Unit*