



REACH CHILD CARE PROVIDER INFORMATION

Thank you for your interest in becoming a REACH child care provider for the Colorado Child Care Assistance Program (CCCAP). As a REACH child care provider, you agree to provide care for **up to four unrelated children or related children + one other non-related child. No more than two of the children may be younger than 2 years old.** Due to Colorado law (Senate Bill 06-045), you and all members of your household eighteen years of age and older will be subject to a background check. This will consist of a review of the state administered data base for child abuse and neglect, as well as a fingerprint-based criminal history records check through the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI). **It is estimated that this process will take a minimum of three to six months or longer.**

The following forms listed in the box below must be completed and returned to the Department of Human Services to begin the fiscal agreement process. You will also be required to attend a Provider Orientation. **NOTE: You will need to provide a current email address and maintain internet access for attendance tracking.**

- Qualified Family child Care Home Provider Fiscal Agreement – Weld County will mail a copy to you**
- Exhibit A – Provider Location Information**
- Request for Payment Form – ACH form and voided check if direct deposit is requested**
- W-9 (We only need page 1 back)**
- Qualified Family Child Care Home Provider Information – Weld County pays the fees due with the application**
- Authorization to Supply Information**
- Self Assurance form (This form requires the client [parent of child] signature also.)**
- Affidavit of Citizenship (To be completed by the applicant and spouse/significant other.)**
- Copy of Driver’s License or government issued ID with current legal name and address. (This is required for the applicant and the applicant’s spouse/significant other.) Please enlarge to 130% when making your copy.**
- Copy of Resident Alien Cards – front and back. (This is required for the applicant and the applicant’s spouse/significant other.) Please enlarge to 130% when making your copy.**
- Copy of Social Security card with current legal name. (This is required for the applicant and the applicant’s spouse/significant other.) Please enlarge to 130% when making your copy.**

Once you have completed the enclosed forms, please return them promptly to the Weld County Department of Human Services so they may be processed as soon as possible. A return envelope is enclosed.

WHAT HAPPENS NEXT

After the requested paperwork is received, an internal review of the state database for child abuse and neglect is conducted. If you pass the internal review, you will be mailed fingerprint cards which must be taken to the North Jail complex in order to obtain fingerprints for yourself and every household member, age 18 and over. As soon as your fingerprint cards are complete, you need to return them to the Department of Human Services. We will mail the fingerprint cards, along with your Qualified Provider Child Care Home Information form, directly to the Colorado Department of Human Services for completion of your background check. **Authorization and payment for child care services cannot begin until the date that your application has been approved by the Colorado Department of Human Services (CDHS).** If the paperwork is not considered complete, it will be sent back to you. This would delay your potential child care start date

ADDITIONAL INFORMATION

The date payment for child care begins is not the date the parent applied for child care benefits. **You will be paid from the point in time when Colorado Department of Human Services (CDHS) receives a completed background check and Weld County approves the Fiscal Agreement.** If you provide care for a child prior to your Fiscal Agreement being approved, the parent of the child for whom you are providing care is fully responsible for payment

NOTICE

If you marked “yes” to questions on the Self Assurance Form that pertain to you or a family member being arrested, convicted of a crime, charged with or convicted of crimes against children, you may be required to provide official paperwork describing the charges. If prosecution occurred, verification of the decision of the court is required. Failure to submit this information may result in the denial of your application for a Child Care Fiscal Agreement.

Please contact CCAP Provider Support at 970-400-6594 or childcareprovider@weldgov.com with any questions.