

Dear Childcare Provider,

We have approved the request for you to provide childcare services. Please submit the attached W-9 form to our office for inclusion in our files. We make this request to all vendors.

We have also included a childcare log for you completion. Please record the hours of childcare that were provided each day the child was in your care and sign the form. The participant also needs to sign the form before it is submitted to the listed case manager.

We will be sending the reimbursement check to you at the end of each month. If your care is at a higher rate than we pay, please discuss this with the participant who will be responsible for paying the difference.

Childcare hourly rate:

- \$2.00 per hour for one child
- \$3.50 per hour for two children
- \$4.50 per hour maximum for three or more children

It is the policy of Forward Careers, Inc. to pay for childcare provider services only for the hours the participant has attended classroom training. Attendance is documented by Attendance Reports signed by the training instructors at the training agency. These Attendance Reports are forwarded to the FCI office by the participant each month and are then compared to the Child Care Reimbursement Form for payment calculation.

Child Care Reimbursement Vouchers are to be sent to the career planners who is listed on the childcare reimbursement voucher form. Please contact the participant with any questions. *All payments are subject to available funds.*

