

Identification and Provider Site of Care Verification for Informal Child Care Providers

All informal child care providers (also known as legally exempt family and in-home child care providers) must provide proof of identification and Provider Site of Care in order to enroll with ACS and receive payment. Please submit this form for every new child that you enroll.

Name of Provider: _____

Name of Child in Care: _____

Location of Child Care: _____

This Location Is (Select One): My Home The Child's Home Neither

Verification of Provider Identity

Please submit **one** of the following valid forms of photo identification:

- Driver's license/non-drivers identification card
- Passport or visa
- Naturalization or citizenship certificate
- School or Military ID card
- Employment Authorization card
- Permanent Resident card

[OR]

Please submit **two** of the following valid forms of non-photo identification:

- Social Security card
- Birth certificate
- Baptismal certificate
- Government Benefit Card (e.g. Cash Assistance, Medicaid, SNAP)
- Life Insurance Policy
- Bank Statement

Verification of Provider Site of Care

Informal Child Care Providers may provide care for a child in their home, in the home of the child, or in a home where neither the provider nor the child lives. In all of these circumstances, verification of provider site of care is required.

If You Are Providing Care in Your Home

Please submit one of the following forms of documentation (either the original or a copy). Documents with a * cannot be more than 60 days old.

- Lease or deed with your name
- Mortgage records
- Property Tax Bill
- Utility bill with your address (e.g. electricity, gas, heating, oil, water or landline phone)
- Rent statement/receipt with preprinted address*
- A bank statement with your address*
- Provider's school records indicating your address*
- Statement from landlord on his/her official stationery*

If You Are Providing Care in the Child's Home or in Another Home

Please have the owner or primary tenant where care is being provided sign the statement below. Additional documentation is not required.

I, _____, the owner or primary tenant at _____
Name of owner/primary tenant Address

approve the use of my residence for child care provided by _____
Name of provider

to _____
Name of Child

Signature of Owner or Primary Tenant: _____ Date: _____