

May 3, 2004

Dear Child Care Provider:

The purpose of this notice is to offer you the opportunity to renew your child care contract with the Department of Social Services effective with the State Fiscal Year 2005, which begins July 1, 2004. The state maximum child care rates do not change for State Fiscal Year 2005. The rate chart is found on page 6 of your contract.

Your current child care contract expires on June 30, 2004. You must complete the enclosed documents and return all copies to your local Family Support/Children's Division office, formerly the Division of Family Services, no later than June 1, 2004.

Your payments from the Department of Social Services will end on June 30, 2004, if you do not submit all of the necessary documents by the deadline date of June 1, 2004.

The new contract includes three important changes:

- √ Each facility type has its own contract form. You are asked to complete the appropriate contract for your facility as a Center, Group Home, or Family Home.
- √ The evening/weekend care designations changed to 'care that begins or ends after 7:00 p.m. to 6:00 a.m.; and,
- √ You are required to submit proof of your tax identification number along with a completed IRS W-9 form to the Department of Social Services. Examples of proof are: copy of your Social Security card, copy of your Missouri Driver's License, or a copy of an IRS notice with your Federal EIN printed on it.

You may contract with the Department of Social Services for only those services that you are licensed to offer. For example, if you are licensed to care for children ages two and older, you may not contract with the Department to offer services to children under the age of two.

Read the instruction page carefully to ensure all information submitted is accurate and complete. You may direct any questions you have about this contract or the contract process to your local Family Support/Children's Division office.

Please remember to immediately report any change in your facility type, your provider number, or license status to your local Family Support/Children's Division office. These changes affect the validity of your contract with the Department and the ability of the Department to make payments to you.

Sincerely,

Frederic M. Simmens,
Director
Children's Division

Cc: Denise Cross, Director, Family Support Division
Deborah E. Scott, Director, Office of Early Childhood