

RELATIVE/NEIGHBOR PROVIDER AGREEMENT LETTER
September 2008

IMPORTANT – PLEASE READ

Dear Provider:

This letter contains important information about your new Provider Agreement.

Attached with this letter are:

- The Relative/Neighbor Provider Agreement – Effective September 1, 2008
- Appendix A – Rules for Payment in the CCIS Subsidized Child Care Program
- Appendix B – CCIS Subsidized Child Care R/N Provider Payment Rates
- Appendix C – Participation Standards for Relative/Neighbor Providers

You are currently a provider for the subsidized child care program. Recent legislation requires child care providers to submit Federal criminal history clearances prior to being paid for caring for children. You previously submitted Pennsylvania State Police criminal history and child abuse history clearances through CareCheck.

Your CareCheck is renewed every two years. *The next time your CareCheck is renewed* your Child Care Information Services (CCIS) agency will provide you with instructions on how to obtain your Federal criminal history clearance. This will require you to have your fingerprints scanned and electronically mailed to the Pennsylvania State Police and the Federal Bureau of Investigation. There is a charge of \$35, which you will be required to pay.

The attached Relative/Neighbor Provider Agreement reflects this new requirement. Please do the following:

1. **Read** the Relative/Neighbor Provider Agreement, Appendix A, Appendix B, and Appendix C carefully.
2. **Sign and date** Page 4 of the Relative/Neighbor Provider Agreement, at "Provider Signature".
3. **Return** Page 4 of the Relative/Neighbor Provider Agreement to:
CCIS NAME AND ADDRESS

To continue to receive child care payments, you must sign the Agreement and return it to our office by _____. If we do not receive your signature page by the date listed above we will not be able to continue to pay you for giving child care.

Contact our office at _____ if you have any questions.

CCIS NAME