

Case Name _____
 Case No _____ County _____
 Client ID _____

Date _____

**CHILD CARE PROVIDER SELECTION
 TANF Child Care Certificate Program
 (THIS IS NOT A CERTIFICATE)**

This form is **NOT** a guarantee of a certificate for child care services. This form is only a planning tool to receive child care services more quickly if you participate in the TANF Work Program (TWP). If you do not return the completed form as requested it means you do not need assistance with child care services. A list of providers approved by the Division of Early Childhood Care and Development (DECCD) may be accessed and viewed on the internet at www.secac.ms.gov. (See the back of this form for step-by-step instructions.)

All fields must be completed including email address.

Parent Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email Address: _____

List all children needing child care services:

| NAME | DATE OF BIRTH | AGE | SEX | | SPECIAL NEEDS | |
|------|---------------|-----|------|--------|---------------|-----|
| | | | Male | Female | No | Yes |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Parent Signature: _____ Date: _____

To be completed by the child care provider:

The above parent has requested child care services through the TANF Work Program and needs to make child care arrangements. **By signing this form you are confirming that, as of this date, you have room in your program to accept the child(ren) listed above.** If you have other parents wishing to enroll, accept them, as this form is **NOT** confirmation that the child(ren) of this parent will have a certificate.

Center Name: _____

Provider ID Number: _____ Phone: _____ County: _____

Provider Address: _____ City: _____ Zip: _____

Email Address: _____

Provider Signature: _____ Date: _____

To confirm this form does not ensure a certificate will be issued by the MDHS.

Questions concerning the certificate process or provider ledgers and payments should be directed to DECCD at 1-800-877-7882 (toll free), email ccpayment@mdhs.ms.gov, or P. O. Box 352, Jackson, MS 39205.

LOCATE APPROVED CHILD CARE PROVIDERS ON THE INTERNET **Step-By-Step Instructions**

In order to receive assistance with child care expenses, you must have an active email account, provide your email address, and choose a child care provider that has been approved by the Division of Early Childhood Care and Development (DECCD). You may access and view a list of approved providers located in your county or a surrounding county by following the steps below.

STEP 1: Type the following address in your browser www.secac.ms.gov to access the State Early Childhood Advisory Council of Mississippi web page.

STEP 2: Locate the “*Helpful Links*” list at the bottom of the State Early Childhood Advisory Council of Mississippi home page and click on “*Find a Child Care Provider.*”

STEP 3: Next, click on “*Search for a CCPP-Approved Provider.*”

STEP 4: The following search box will display on the screen:



Search Child Care Provider

Provider Name

Provider Type

City

County

Quality Star Rating

- To search by provider name enter the name or the first 3 characters of the name and click the “Search” button.
- To search by provider type, city, county, or quality star rating click the “▼” button to access the drop down box. In the drop down box, click on your selection choice. Click the “Search” button.

STEP 5: Contact the child care provider selected to arrange a time to visit the center. Present the Child Care Provider Selection form to the provider for completion.

STEP 6: Return the completed MDHS-EA-380 form to your WIN Job Center interviewer within 30 days of TANF case approval or when you are requesting a change of provider.

NOTE: If you are required to participate in the TANF Work Program and need assistance with child care expenses, you will not receive a referral for child care services until a completed MDHS-EA-380 form is returned to your WIN Job Center interviewer. You must contact your MDHS case manager if:

- You have any questions about the certificate process;
- You have a problem making child care arrangements for your child(ren); or
- You cannot locate an approved provider within a 20-mile radius of your home or your worksite.