

Child Care Provider File Checklist

SAO# (applicable audit number):	Contract/Registration Period	Review Service Month/Year:	
Child Care Provider Name/Facility:		Provider DVN:	
Child Name:		Child DCN:	
	Type of Documentation Child Care Provider	CCPRU Review File Reviewed for Specified Information	ECPS Review File Reviewed for Specified Information
1	Child Care Provider Registration Application and Agreement (FA-350) or Child Care Provider Agreement (CM-5) – CCPRU staff will need to request CM-5 and supporting documentation from Contract Management	Yes or NA	Yes or NA
2	Registration Agreement Documentation (if applicable): Legible Copy of Provider Photo ID, Proof of Tax ID, TB Test Result, FCSR Results, FP Results, Direct Deposit Application	Yes or NA	Yes or NA
3	Child Care Provider Agreement Documentation (if applicable): Proof of Tax ID, Proof of SOT, Direct Deposit Application	Yes or NA	Yes or NA
4	Paper Invoice or Print of Web Invoice for Review Service Month: If screen prints of a web invoice are needed, print FM5P, select child and F6, Print FM5R Child Attendance Detail	Yes or NA	Yes or NA
5	Attendance Records for Specific Child for Review Service Month: If attendance records are not available in the provider file, contact the provider by phone to make the initial request and use the CD-177 to request attendance records by certified mail. Keep a copy of the CD-177 and certified receipt in the file.	Yes or NA	Yes or NA
6	Correction Payment Documentation: Payment Resolution Requests and supporting documentation to justify any correction payment during the service review month.	Yes or NA	Yes or NA
<ul style="list-style-type: none"> Please ensure that any additional documentation that is necessary to support payments is also included in files sent to auditors. Staff is to pull any system archive information and print any comments supporting payment during the review month for the audit. 			
Printed Name and Title of Staff Reviewing Case File for Submission		Signature	Date Reviewed
Local CCPRU Staff			Date
Local CCPRU Supervisor			Date:
ECPS Program Development Specialist			Date:
ECPS Operation Manager			Date:
ECPS Program and Policy Manager			Date:
Child Care Administrator			Date: