

## MISSOURI DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROVIDER AGREEMENT (LICENSED) CHECKLIST

**NOTE: THIS AGREEMENT SHOULD ONLY BE COMPLETED BY PROVIDERS LICENSED BY THE DEPARTMENT OF HEALTH AND SENIOR SERVICES (DHSS). PROVIDERS THAT ARE NOT LICENSED BY DHSS WILL NEED TO REQUEST A REGISTRATION AGREEMENT PACKET BY EMAILING [CD.ASKECPS@DSS.MO.GOV](mailto:CD.ASKECPS@DSS.MO.GOV) OR CALLING (573) 526-3011.**

**THE AGREEMENT MUST BE COMPLETED IN FULL. THE AGREEMENT WILL NOT BE PROCESSED UNLESS ALL REQUIRED FIELDS AND REQUIREMENTS ARE COMPLETED. INCOMPLETE AGREEMENTS WILL BE RETURNED TO THE PROVIDER FOR COMPLETION.**

**Complete Child Care Provider Agreement Signature Page** - The facility owner/licensee or authorized representative of the facility must sign and date the front page of the agreement. All fields on the signature page must be completed clearly and with accurate detail (including facility name (as it appears on the DHSS license) DVN, tax identification number, e-mail address, county location, and telephone number).

**Submit documentation in regards to Name(s) of Owner(s), Organization or Corporation Operating the Child Care Facility** - If not privately owned, a copy of the Articles of Incorporation, Certificate of Incorporation, the Annual Registration and Certificate of Good Standing from the Office of the Secretary of State **OR** Operating Agreement listing members/ownership, if an LLC or other legal entity.

**Proof of Tax ID** - Proof of tax identification is required. One of the following acceptable documents must accompany the agreement even if you have supplied this document for previous agreements. The agreement will not be processed without the required tax documentation. Documentation may be found at the Internal Revenue Service (IRS) website: [www.irs.gov](http://www.irs.gov).

Acceptable proof of the Tax Identification Number includes the following:

1. Copy of the provider's social security card, or
2. Copy of a written or pre-printed document or correspondence from the IRS (must be on IRS letterhead) that contains the provider's tax identification number. If the provider does not possess a document of this nature, the provider must contact the IRS to obtain the proper written document. An example of acceptable written documentation from the IRS is a copy of letter 147C.

**Completed Application for Vendor Direct Deposit** - The Application for Vendor Direct Deposit form CD-122 can be accessed at <http://dss.mo.gov/cd/info/forms/index.htm>.

**NOTE:** A voided check or an official letter from your financial institution stating your name, the bank routing number and your account number must be attached to process the Direct Deposit Application. Starter checks and counter checks will not be acceptable in place of a check or letter from your financial institution.

**Completion of Health & Safety training requirements** - All staff/volunteers counted in the child/staff ratio or with direct supervision of children must complete required trainings. Trainings must be tracked through Opportunities in a Professional Education Network (OPEN) (see next checkbox).

Training requirements can be found on our website at:

<https://dss.mo.gov/cd/child-care/child-care-providers/child-care-providers-training.htm>. Click on the 'Training Requirements' link (bottom, left), for a complete list of the required trainings for each provider type, as well as information on where to find the approved trainings.

**Submit Form CD-246 (MOPD ID Verification Information)** accessed at <http://dss.mo.gov/cd/info/forms> which provides the MO Professional Development Registry ID number (MOPD ID) for anyone who directly supervises children. MOPD ID can be requested through Opportunities in a Professional Education Network (OPEN) at <http://www.openinitiative.org>. Follow instructions in OPEN to request MOPD ID, create a Toolbox account and request program level access. Everyone with direct supervision of children must have an MOPD ID and Toolbox Account and be associated with the DVN in order to track compliance with training required by the Child Care Development Fund (CCDF). Additionally, one person (usually the owner/director) must request Program Level Access and assign staff MOPD ID's to the provider's DVN to track successful completion of all trainings.

**Completion of the online Child Care Subsidy Orientation Training** - Child Care Subsidy Orientation Training can be accessed at <https://apps.dss.mo.gov/childcareorientation/>.

**“Vendor No Tax Due” Certificate** – This certificate is required by all providers as verification that the provider is either registered to collect sales and/or use tax in Missouri, or that the provider is not making retail sales of tangible personal property or providing taxable services in Missouri. The “Vendor No Tax Due” certificate may be obtained by completing and submitting the “Request for Tax Clearance” form located at <http://dor.mo.gov/forms/943.pdf>. Additional information regarding this certificate is available on the Department of Revenue’s website at <http://dor.mo.gov/business/sales>.

Department of Revenue, Taxation Division Contact Information for technical assistance:

Website: <http://dor.mo.gov/business/sales>  
Phone: (573) 751-9268  
Email: [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov)

**Exhibit 1 - Business Entity Certification (E-Verify)** - Provider must certify their current business status by completing either Box A, Box B or Box C and submitting the form along with required documentation.

- Box A** - should be completed by providers that **DO NOT** meet the definition of a business entity as defined on the first page of Exhibit 1. No further documentation is required from non-business entities.
- Box B** - should be completed by providers that meet the definition of a business entity as defined on the first page of Exhibit 1. The Provider will need to enroll and participate in E-Verify federal work authorization program at <https://www.uscis.gov/e-verify> and submit the following documentation with the agreement:
  - \* Documentation affirming provider’s enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER of the following:
    - \* The E-Verify Employment Eligibility Verification page listing the bidder’s/contractor’s name and company ID, or
    - \* The E-Verify Memorandum of Understanding (MOU) listing the bidder’s/contractor’s name and the MOU signature page completed and signed, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder’s/contractor’s name and company ID, then no additional pages of the MOU must be submitted; AND
  - \* Completed and notarized Affidavit of Work Authorization (provided on page 3 of exhibit)
- Box C** - should be completed by providers that meet the definition of a business entity as defined on the first page of Exhibit 1 and have previously submitted Box B and required documentation to the State of Missouri within the past year.

Department of Homeland Security E-Verify Contact Information for enrollment and technical assistance:

Website: <https://www.uscis.gov/e-verify>  
Phone: 1-888-464-4218  
Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)

**Exhibit 2 – Certification Regarding Debarment** – The facility owner/ authorized representative must complete and sign Exhibit 2. Please note that the “DUNS #” field may be left blank.

**RETURN COMPLETED AGREEMENT AND REQUIRED DOCUMENTATION TO ONE OF THE FOLLOWING:**

Department of Social Services  
Children’s Division  
Child Care Provider Relations Unit  
PO Box 88  
Jefferson City, MO 65102  
Or Fax (573) 526-9586  
Or Email [CD.ASKECPS@DSS.MO.GOV](mailto:CD.ASKECPS@DSS.MO.GOV)

**Note: Upon award of the agreement, ALL providers must enroll in the Child Care Online Invoicing System (CCOIS) at <https://apps.dss.mo.gov/CCOnline>. No payments will be made until enrollment in CCOIS is complete.**

Direct Deposit and Child Care Subsidy Orientation Training (573) 526-3011  
Child Care Online Invoicing System (573) 522-1385