

Record Keeping: Child Care Monitor

Center: _____

T/CFA/FA _____

Date: _____

Reviewer: _____

	Child/Family				
CC1: Child care subsidy eligibility section is completed indicating which subsidy program family is eligible for					
CC2: face sheet indicates the date the child care copay plan was completed					
Child care payment plan has been completed with the family, form indicates eligibility status and copay amount. Form is signed by FA and Parent					
Income and Expense Control sheet has been completed with the family and is filed in Social Services section					
Enhanced Contract Checklist is complete and is filed					
Enhanced Contract Worksheet is complete and is filed					
Child Care Development Fund (CCDF) application is complete and is filed					
CC3: face sheet indicated the months a family has paid a copay					
CC4: face sheet indicated dates FA has met with DHS to coordinate case management					
CC5: face sheet indicates the date the Parent Handbook was reviewed with the family					
CC6: Toilet and Feeding forms (EHS only) are filed					
CC8: documentation of the child's schedule is current					

Strengths:

Concerns that need to be addressed:

Follow-up plan: (Include possible training needs, knowledge and skills that need to be developed as well as how any specific case specific issues with education/disabilities services will be addressed)

Date: _____ Teacher/CFA/FA