

CHILDREN TRANSFERRING FROM ONE HOME TO ANOTHER

Head Start is only allocates a specific amount per child per month. When a child transfers from one Family Child Care Provider to another, the amount will be prorated so both providers receive compensation. The amount will be based on the amount of hours the child attended each home. At the end of the month daily sign in and out sheet must be submitted with billing invoice to ensure the payment is received in a timely manner.

By signing this you understand the payment procedure for children transferring from one Family Child Care home to another.

\_\_\_\_\_  
Signature of provider child transferred FROM

\_\_\_\_\_  
Signature of provider child transferred TO

\_\_\_\_\_  
Toni Lehman-Family Child Care Specialist

\_\_\_\_\_  
Child being transferred

\_\_\_\_\_  
Date of transfer