



Child Care Service (CCS)-Potential Provider Information

How do I become a CCS provider?

Meet basic Provider requirements. Potential CCS providers must:

- Have a current license from the Texas Department of Family and Protective Services (TDFPS) as a child care center, licensed child care home or a registered child care home, be licensed as a youth camp by the Texas Health Department (TDH) or Operated and monitored by the United States Military Services. **If you do not have a valid license; please contact Child Care Licensing at 210-337-3399.**
- Not have an outstanding balance owed to the CCS Program.
- Not be debarred from any other State or Federal Programs.

Submit prerequisite documentation to CCS in order to initiate the process of becoming a CCS Provider

- Published Rates charged to the public.
 - The rates can be taken from a page in your parent handbook, listed on a company letterhead or rate sheet flyer.
 - Handwritten rates or rates submitted in a body of an email are not accepted.
 - The provider's published rates must include full-time rates, part-time rates (if offered), afterschool rates, school-age summer rates and any fees such as registration/enrollment fee, supply fee, and activity fee along with how often the fees are charged.
- A current license from the Texas Department of Family and Protective Services (TDFPS) as a child care center, licensed child care home or a registered child care home, be licensed as a youth camp by the Texas Health Department (TDH) or Operated and monitored by the United States Military Services.

Sign-Up Process. The Provider Packet will be sent to the potential provider for review and completion **after** CCS has calculated the daily rates. **The Provider Packet will be emailed or faxed to you.** The forms in the provider packet must be completed and returned with the following required documents listed below:

The forms in the Provider Packet must be completed with the name that shows on your license or registration.

- The required documents are:
 - A copy of your Federal Employer Identification number (EIN) from the IRS or Social Security card if you do not have an EIN
 - A copy of your current Texas driver's license (for Licensed and Registered Child Care Homes)
 - A Parent Handbook that relates to your services
 - A copy of a voided check
 - Holidays that your center will be closed

Return packet and documents by postal mail, email, in person or fax:

Child Care Services (Attn: Cherri Smith)
 1499 Hillcrest, Suite 103
 San Antonio, TX 78228
 Fax (210)277-2718
csmith@wsalamo.org

Once the provider packet and documents have been received; a review process will be initiated. If anything is needed; you will be contacted. You may view a copy of the Provider Regulated handbook

<http://www.sanantonio.gov/portals/0/Files/HumanServices/ProviderServices/RegulatedProviderHandbook.pdf>

CCS current maximum reimbursement daily rates are as follows:

Age of children served	Licensed Centers		Licensed Child Care Homes		Registered Child Care Homes	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Infant (0-17 months)	\$ 34.25	\$ 27.60	\$ 30.00	\$ 22.15	\$ 25.08	\$17.97
Toddler (18-35 months)	\$ 23.92	17.74	\$ 18.57	\$ 15.54	\$ 20.00	\$16.50
Preschool (3-5 years)	\$ 22.25	\$ 14.28	\$ 18.00	\$ 14.81	\$ 17.00	\$12.81
School (6-12 years)	\$ 26.16	\$ 13.66	\$ 20.00	\$ 14.44	\$ 14.13	\$ 12.21