



Child Care Service (CCS)-Potential Provider Information

How do I become a CCS provider?

Step 1 - 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.

Step 2 – Submit prerequisite documentation to CCS (see info in Step 4 for the designated office).

- Published Rates charged to the general public (from your Parent Handbook or on company letterhead).
- 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.

Step 3--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 Potential Provider will complete the forms in the provider packet and return with the following required documents. The forms 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) or Social Security card
 - A copy of your current Texas driver's license (*applicable to sole proprietor/individual*)
 - A Parent Handbook that relates to your services such as **hours of care, meals and snacks, transportation, holidays** etc.
 - A voided check
 - Holidays that your center will be closed

Step 4-- Please return packet and documents by mail, email or fax:

Bexar County (Attn: Cherri Smith)

1499 Hillcrest, Suite 103
 San Antonio, TX 78228
 210-230-6330 * Fax (210)277-2718
csmith@wsalamo.org

Rural Counties (Attn: Julie Cantu)

183 IH 35 South
 New Braunfels, TX 78130
 830-629-2010 ext. 2614 * Fax (210)277-2719
jcantu@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>

If you have any questions, please feel free to contact a Provider Worker as listed above

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)	\$ 24.03	\$ 20.10	\$ 24.21	\$ 20	\$ 20.70	\$ 19.22
Preschool (3-5 years)	\$ 22.93	\$ 16.50	\$ 23.88	\$ 17.30	\$ 19.86	\$ 14.79
School (6-12 years)	\$ 26.16	\$ 15.66	\$ 20.76	\$ 16.75	\$ 15.18	\$ 13.36