

# Solano Family & Children's Services (SFCS) Resource & Referral Child Care Provider Agreement

**Please return this form to:**  
Solano Family & Children's Services  
421 Executive Court North  
Fairfield, CA 94534  
(707) 863-3950  
**Attention: Rayma Ware**

## SFCS RESOURCE & REFERRAL PROGRAM AGREES TO...

- Provide free referrals to clients whose child care needs match the services offered by providers.
- Provide ongoing technical assistance as needed and additional training through workshops offered.
- Provide assistance with the licensing process and offer ongoing technical support.
- Maintain a lending library, with books, videos, and children's activity boxes.
- Alert providers to licensing, legislative, and local issues which affect the child care profession.
- Send alerts with email blasts or make available at [www.solanofamily.org](http://www.solanofamily.org) and [www.facebook.com/solanofamily/](http://www.facebook.com/solanofamily/)
- Send a Notice of Action for the following reasons:
  - SFCS is unable to reach you by phone
  - DSS/CCL requests a Temporary Suspension of your business
  - DSS/CCL revokes your license
  - DSS/CCL notifies us you are inactive, you close your business, or your license status is changed to "Probationary"
  - You fail to provide the required paperwork, or update your status
- Protect the privacy of providers. We will not give out your address to the public.

Please  
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## CHILD CARE PROVIDER AGREES TO...

\_\_\_\_\_ Adhere to Department of Social Services, Community Care Licensing (DSS/CCL) regulations or TrustLine requirements if you are exempt from licensure.

\_\_\_\_\_ Supply a current profile or license when first received and when any change in licensing status occurs (*any change to provider's name, address or capacity*).

\_\_\_\_\_ Complete and return the "Provider Data" form when requested by the Referral Program.

\_\_\_\_\_ Respond to all Resource and Referral update requests.

\_\_\_\_\_ Notify the Resource & Referral Program and DSS/CCL or TrustLine, if you are quitting the child care business, planning to move, will be taking an extended leave of absence, or are making any changes in the services you offer, (Hours/days of operation, ages you care for, etc...).

\_\_\_\_\_ Notify Resource & Referral if you are at full capacity

\_\_\_\_\_ Understand that SFCS staff are mandated to report any suspicion of child abuse, domestic violence, neglect and/or licensing violations.

*Cinda Rae Clemente*

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Cinda Rae Clemente,  
Resource & Referral Program Manager

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Child Care Provider Please **PRINT**

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Child Care Provider Please **SIGN**

Updated July 2019