



COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY, INC.

131-A STONY CIRCLE SUITE 300, SANTA ROSA CA 95401 TEL (707) 544-3077 FAX (707) 544-2625
CHILD CARE REFERRALS (707) 544-3084 CHILD CARE FOOD PROGRAM (707) 522-1412

Request for Written Referral for Child Care and Development Services

Parent/Guardian: _____ Child/ren: _____

4Cs Case Manager: _____ Phone: _____

In order to verify Child Protective Services eligibility and need for child care, please submit a written referral on your own agency letterhead with the following information:

1. The child is receiving protective services and the family requires child care and development services as part of the case plan.
2. The name of parent(s) and child(ren) for whom child care is being referred.
3. The probable duration of the need for child care and development services.
4. Is it necessary to waive the family fees for this family?
5. Recommended hours of child care (please list number of hours per day).
6. Be sure to include the:
 - a. County Welfare Department Staff Name,
 - b. Telephone,
 - c. Business Address,
 - d. Signature, and
 - e. Date.

In order to verify eligibility and need for child care because the child/ren is/are At Risk of Abuse, Neglect, or Exploitation, please submit a written referral on your own letterhead with the following information:

1. Declaration that the referral is being completed by a legally qualified professional from a legal, medical, social service agency, or emergency shelter certifying that:
2. The child is at risk of abuse, neglect, or exploitation and the family needs child care and development services
3. The probable duration of the need for child care and development services
4. Recommended hours of child care (please list number of hours per day).
5. Is it necessary to waive the family fees for this family?
6. Be sure to include the
 - a. Name of legally qualified professional
 - b. Name of parent and child for whom child care is being referred
 - c. License Number
 - d. Business Name
 - e. Telephone
 - f. Business Address
 - g. Signature, and
 - h. Date.