



Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

REQUEST FOR WRITTEN REFERRAL FOR CHILD CARE AND DEVELOPMENT SERVICES

Parent(s)/Guardian(s): _____ Child(ren): _____

4Cs Case Manager: _____ Phone: (707) 522-1413 ext. _____

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

1. Declaration that the referral is being completed by a legally qualified professional from a legal, medical, social services agency, or emergency shelter certifying:
2. The name child is at risk of abuse, neglect, or exploitation and that family needs child care and development services.
3. The probable duration of the need for child care and development services.
4. Is it necessary to waive the family fee for this family?
5. Recommended hours of child care (please list number of hours per day).
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.