



# Kids in Care: Job Search Support

All Care About Childcare programs are funded by the Federal Child Care and Development Fund, the Department of Workforce Services, and the Office of Child Care.

Dear Provider,

Thank you for your interest in participating in the *Kids in Care* program. The Utah Department of Workforce Services -Office of Child Care has received funding from the Child Care Development Fund to assist parents with formal job search activities.

The *Kids in Care* program reimburses regulated child care providers for caring for children of eligible applicants, while the applicant engage in formal job search activities such as:

- Attending resume building classes and job fairs
- Conducting internet job searches at a public library or DWS employment center
- Visiting prospective employers to inquire about job opportunities, completing applications, and attending job interviews
- Job shadowing/unpaid internships

The parent seeking employment will have 150 hours allotted to them to use during a 6 month period. Children three and under will have a \$5.50 an hour reimbursement and children over the age of four will be \$5.00. Child care registration fees may be covered with preapproval.

Parents who are unemployed may be eligible to enroll in the *Kids in Care* program once during a 6-month period, beginning when the application is approved and ending:

- Once the parent has found a job
- Once the parent has utilized 150 hours of child care for their household
- At the end of the 6-month period

**Applications that remain inactive in for a period of 60 days will be closed. (Applications can possibly be reopened depending on available funding).**

Once accepted into the program, parents will be expected to submit a monthly job log listing formal job search activities and potential employer contact information. Parents are responsible for the cost of child care until the application is approved by Care About Childcare at Children's Service Society. You will be notified of a parent's approval into the Kids in Care Program by a CAC-CSS staff member. The documentation you will receive will be done electronically unless you state otherwise; then other arrangements will be made.

**It is important to keep track of the hours used. If the client goes over the 150 hours it will be their responsibility to pay the provider for those hours.**

Please contact us with any further questions regarding the *Kids in Care* program.

Thank You!

Abby Jarman  
Consumer Services Advisor  
Care About Childcare at Children's Service Society  
[KIC@cssutah.org](mailto:KIC@cssutah.org)  
801-326-4399



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Today's Date:
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## Child Care Provider Agreement

Provider Contact Information		
Name:	Contact Person:	
Address:		
City:	State:	Zip:
Work Phone:	Fax Phone:	
E-mail Address:		
Name of Client:		

- I agree to provide child care services on an hourly/drop-in basis to approved clients of the Kids in Care program.
- I will not begin services for the Kids in Care client and expect to be reimbursed by Care About Childcare at Children's Service Society (CAC-CSS) until (CAC-CSS) has notified me that the client has been approved.
- I understand that the reimbursement rate is \$5.50/hour for children birth to age 3 and \$5.00/hour for children ages 4+. I cannot charge the parent any difference in payment, unless they use services for other than job search.
- I understand that Kids in Care clients are eligible for a maximum of 150 hours of child care.
- In addition to this agreement I will submit a completed W-9 form one time for each client in order to receive my first reimbursement.
- Child care provided during the hours of \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. \_\_\_\_\_ thru \_\_\_\_\_

**I agree to submit the following to CAC-CSS by the 5th of each month for services rendered during the previous month for Kids in Care clients:**

- Invoice documenting the dates of care I am billing for
- Proof of attendance for each child (such as sign-in/sign-out logs)
- Job Search Log (filled out by the parent documenting job search activities during the time of care)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed agreement and W-9 form to:  
**Care About Childcare at Children's Service Society**  
**Attention: Abby Jarman**  
**655 East 4500 South #200**  
**Salt Lake City, UT 84107**

**Phone: (801)326-4399 • Fax: (801)355-7453 • E-mail: KIC@cssutah.org**