

Dear Childcare Provider:

Thank you for working with our Childcare Grant Program at Clackamas Community College. We appreciate your time and patience in helping our student parents and working through our processes in the Associated Student Government (ASG).

Please pay careful attention to the items below, and provide the documentation noted below to the student parent so that they can get those documents to us.

- 1) The student has been awarded the amount of: \$_____. The College will pay this amount once the amount of care has reached this figure.
- 2) The student will give you a **Providers Invoice**. This needs to be filled out on a daily basis to note the times(s) and charge(s) applied for the Childcare. Please return this completed document to the student parent as soon as the award figure above has been reached. This is what will initiate the payment proceedings by ASG. (Note that the College cuts checks the 2nd and 4th Fridays of the month).
- 3) The ASG Grants department must have on file a copy of a **valid license from the State of Oregon** for your (company) to serve as a Childcare Provider. Please make sure that you provide a copy of this license to the student parent to return to ASG, if a valid license copy is not already on file in the ASG office.
- 4) The College Business Office must have a copy of a completed **W-9** form and **Independent Contractor's Agreement** each academic year. If you have not already provided these documents to the College, please make sure the student parent has completed copies from you to return to the ASG Grants department. If your business is listed under a personal social security number a **Birthdate form** is also required.
- 5) Please keep copies of the above for your own records.

If you have any question, comments, or concerns regarding the grant process, feel free to call or email us directly. Otherwise, everything goes through the student parent. Again, thank you for working with us and our student parents.

Sincerely,

ASG Grants Chair
503-594-3934
ASGGrants@clackamas.edu