

**PACT Child Care
Family File Checklist**

Attach to Family File Folder

Class: Child's Name:

Teacher:

Family Name: _____

Note: DHS Co-Pay or Private Pay payment is charged by the week. See Site Supervisor TG.

Done	Forms	Notes
	Copy of IDHS Provider Page or DCFS eligibility letter, etc. (Documentation is needed to verify applicant applied for assistance.)	
	Eligibility Letter from DHS or DCFS (foster child)	
	Before School or After School Care Agreement - for HS & EHS families or Child Care Agreement - Macomb WIU Child Care	
	Cancellation notice from DHS or DCFS (foster child)	
	Annual Tax Payment Information	

Site Supervisor will attach this grid to the Family File Folder.

A Family File Folder is created for each family requesting child care.