



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear License Provider,

Attached are the required documents to participate as a child care provider for the YMCA Childcare Resource Service. Please take the time to carefully complete all forms.

If you need assistance completing these forms or have questions regarding the enrollment process contact Provider Services at 619-521-3055 ext. 2537.

Return packet with a:

1. Copy of child care License
2. Copy of your complete rate sheet to include days and hours of operation (type written)
3. Copy of your child care contract/ agreement (type written)
4. Copy of IRS letter for EIN or TIN tax numbers
5. Copy of CA ID or DL and Social Security Card-for Family Daycare Homes

Please be aware that YMCA cannot authorize child care until all documentation is received and a start date is approved. YMCA will not backdate reimbursement for child care services prior to the approved start date.

Providers are required to access Care Portal at <http://careportal.mcttechnology.com> for Attendance Sheets and Payment Statements.

If you would like to submit your enrollment paperwork in person, you must schedule an appointment with a provider specialist by calling the office. **Appointments are required Monday- Wednesday, no exceptions.**

To return by mail, send the complete enrollment packet to:

AP Provider Services  
YMCA Childcare Resource Service  
3333 Camino del Rio South #400  
San Diego, CA 92108

**YMCA Childcare Resource Service**  
3333 Camino del Rio South #400, San Diego CA 92108  
P 619 521 3055 F 619 521 3050 www.crs.ymca.org