



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CHILDCARE RESOURCE SERVICE

AP PARENT/EXEMPT PROVIDER GUIDELINES

YMCA Childcare Resource Service Alternative Payment Program is a parental choice program. As an eligible family with our program, you have chosen to use a licensed exempt provider. Licensed exempt means the provider is exempt from child care licensing requirements, as specified in California Code of Regulations, Title 22, Sections 101158 and 102358. You (the parent or guardian) are considered the employer for a licensed exempt provider and CRS will only reimburse your child care provider for hours approved by your case manager. You may want to seek advice from the IRS to ensure you are meeting all of your requirements as an employer.

Your provider must be able to provide all requirements as listed below and complete all forms attached and be ready to provide them to YMCA CRS.

1. Copy of providers valid CA ID or CA Drivers license (legal name on ID or DL must match Social Security Card)
2. Copy of providers social security card
3. Negative Tuberculosis test results or x-ray clearance
4. Trustline Cleared Letter (for an appointment go to <https://ca.iisfingerprint.com/index.php>) or exempt from Trustline (provider is the grandparent, aunt or uncle, copy of birth certificate required from client & provider) Providers will not be enrolled without written Trustline Clearance.
5. Proof of residence, provider's name must appear on document (mortgage statement or utility bill) **no exceptions.**
6. Documentation of bank account and routing number, to be used for purpose of direct deposit with providers name

Your provider must submit **all items** listed above in order to **participate** with the Alternative Payment Program.

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. YMCA CRS reserves the right to request additional supporting documentation.

Providers are required to access Care Portal at <http://careportal.mccttechnology.com> for Attendance Sheets and Payment Statements. All providers are required to have an active email address.

Once all documentation is attained and all forms are completed, have your provider contact Provider Services at:

619-474-4707 ext. 2536 to schedule an appointment.

Appointments are required Monday-Wednesday, no exceptions.

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