Orange County Department of Education
Business Services

FAMILY SUPPORT SERVICES

Tel. (714) 708-3860 · Fax (714) 708-2916

Mailing Address

Family Support Services
P.O. Box 9050
Costa Mesa, CA 92628-9050

REQUEST FOR TRANSFER OF CHILD CARE PROVIDER

Type of Change ❒ Transfer ❒ Backup (10 days per fiscal year) ❒ Secondary (Primary not available for all hours required)

Parent/Guardian Name: _____ Is Secondary Parent in household? Yes ☐ No ☐

Address: _____

Home Phone: _____ Work Phone: _____ Message Phone: _____

Child's Name: _____ DOB: _____ Grade_____

School_____ District _____ Track _____ Hours_____

Current Care Provider: _____

Name of Selected New Provider: _____

Address of New Provider: _____

Phone: _____

Requested Start Date: _____ Reason for Request: _____

Child's Name: _____ DOB: _____ Grade_____

School_____ District _____ Track _____ Hours_____

Current Care Provider: _____

Name of Selected New Provider:_____

Address of New Provider: _____

Phone: _____

Requested Start Date: _____ Reason for Request: _____

Child's Name: _____ DOB: _____ Grade_____

School_____ District _____ Track _____ Hours_____

Current Care Provider: _____

Name of Selected New Provider:_____

Address of New Provider: _____

Phone: _____

Requested Start Date: _____ Reason for Request: _____

I certify that I have exercised my parental choice in requesting this transfer and selecting the child care provider. I understand the request for child care provider procedures and agree to the terms and conditions on the reverse side of this form.

Parent/Guardian Signature _____ Date _____

FAMILY SUPPORT SERVICES

REQUEST FOR TRANSFER OF CARE PROVIDER PROCEDURES AND GUIDELINES

Please read all instructions carefully

Upon receipt of this completed form, a Family Support Services representative will contact you to confirm the information and notify you of the expected timeline for approval of the request. It is your responsibility to select a child care provider that best meets your needs.

- Transfers are not automatic and may take several weeks to process.
- A Request for Transfer of Child Care Provider is processed on a first come/first served basis and is dependent on available funding and Family Support Services' ability to contract with the requested child care provider.
- Family must be in compliance with all Family Support Services policies and procedures in order to process a transfer.
- Request for Change of Child Care Provider will not be processed for families with a Notice of Termination until the appeal is heard and a decision is reached by the hearing officer.
- Family will be notified when update of new child care provider is complete, the current provider has been notified and a start date has been established.
- The new child care provider will not be paid until the approval is complete.
- Failure to begin services with the new child care provider on the established start date may result in disenrollment from child care services.

FOR OCDE FSS USE ONLY

Transfer Effective Date: _____

Comments: _____

Approved By: _____ Date: _____