



Workforce Solutions Child Care Services
 2002 W Loop 289 STE 117, Lubbock, TX 79407
 806-744-3572 or 800-658-6284

Parent's Request to Transfer Child Care Provider

Please allow 2 business days for CCS to verify fees have been paid and authorize your requested transfer of care.

- You must notify your current child care provider your care will be ending. If your provider requires a notice before ending child care you are encouraged to follow the provider's policy.
- You must get this form filled out by the provider you want to start at to make sure they have room for your child/ren.
- You must pay your parent's share of costs due to the previous provider **before** your child/children may begin care at the new provider requested.
- **All child care providers require facility enrollment forms before CCS can authorize child care. You must take this form to the Child Care facility you have chosen. NO CHILD CARE will be authorized without completion of the Provider Section below.**

Child's Name	Current Child Care Provider / Last Day at this location	Requested Child Care Provider Name of school / Camp or provider and Start

Case Name: _____
 TWIST ID#: _____
 Parent Name: _____
 Daytime Phone: _____
 Parent Signature _____

Provider Section/ Must be completed
 By provider for authorization

Child care Facility
Name: _____

Enrolled
by _____

Date enrolled: _____

Care start date _____

How do I figure my end fees?

Total monthly share of cost divided by 30 = daily rate x calendar date of last day in care.

**Example: Care ending September 19
 275.00 (30) = 9.17 x 19 = 174.00 end fee**

