



**BOYS & GIRLS CLUB
OF CORVALLIS**

The Boys & Girls Club of Corvallis
Department of Human Services Childcare Agreement

When the Department of Human Services (DHS) provides childcare assistance they do so by creating an agreement with the parent/guardian.

- By accepting DHS childcare assistance the parent/guardian is agreeing to have their child attend the approved hours.
- DHS reimburses organizations by the number of hours a child attends and only pays for hours attended. It is the parent/guardian's responsibility to make sure that the DHS approved hours match their actual needs.
- If the hours of attendance are not met, DHS will not pay for the program in full. The remaining balance is then the responsibility of the parent/guardian.
- Services will be stopped by the Boys & Girls Club of Corvallis (BGCC) if there is a balance owed by the parent/guardian that is not paid promptly.
- Upon setting-up childcare with BGCC a parent/guardian will need to have paperwork from their DHS caseworker showing the *hours approved (hours may be handwritten), co-pay and name[s] of children*. If the paperwork is not present, BGCC is not obligated to enter into an agreement with the parent/guardian.
- With the appropriate DHS paperwork and this *SIGNED* form; BGCC will then create a file for the parent/guardian and subsequently allow the child into its programming.

I, the parent/guardian, understand that I am responsible for providing the Boys & Girls Club of Corvallis (BGCC) with confirmation from the Department of Human Services (DHS) stating how many hours of childcare have been approved and listing my co-pay *BEFORE* I can register for a BGCC fee-based program. I recognize that DHS provides assistance according to the number of hours my child attends and that I am responsible for making sure my child attends the days for which he or she is registered. I also understand that I will be responsible for any additional amount that DHS does not pay, and that I am responsible for coming in to the Club monthly to sign DHS forms so that BGCC can return the forms in the allotted time before DHS cancels them.

Parent's Signature

Date

Parent's Printed Name