Worker Guide
Child Care Program Forms

This worker guide lists the primary forms and pamphlets used in Department of Human Services (DHS) Child Care assistance programs.

**DHS 419 Requesting ERDC During CAPI Interview**
Used by the worker as an interview guide when a request for ERDC is made during the SNAP online (CAPI) application process. The completed form can be copied directly into TRACS once the interview is complete.

**MSC 862 Change Report for Employment Related Day Care (ERDC)**
Used by clients to report changes in the *Employment Related Day Care (ERDC) Program.*

**DHS 7294 Notice of Income and Benefit Calculation**
Used to show how the monthly income was calculated from the client’s reported income. Send a copy of this worksheet to the client to show how the income was calculated.

**DHS 7351 Educational Income Calculation for ERDC and Food Stamps**
Used by workers to calculate monthly educational income for ERDC and SNAP. After calculating the monthly amount on this form, transfer the figure to the **DHS 7294** to average it over the certification period. Send a copy to the client to show how the income average was calculated.

**DHS 7476 Employment Related Day Care (ERDC) Application and Supplemental Nutrition Assistance (SNAP) Application**

Mailed to ongoing ERDC clients at the EOM deadline prior to the last month in the certification period. Clients report income and may report other household changes on this form. The information is used to determine the client’s ERDC copay for the next period. It is also used to certify SNAP for a companion SNAP case.

**DHS 7478 Parent Guide to Child Care**
Given to clients when they begin using DHS child care assistance. It explains the listing process, how to locate good child care, how to contact local CCR&Rs, how to report changes in providers, the DHS child care rates, etc.

**DHS 7484 Child Care Need Statement for Older Children**
Mailed or given to ERDC who have a child age 12-17 and TANF clients who have a child age 13-17 who requires child care. The client indicates
on this form why the older child needs care. Do not use this form if the
DHS 7486 applies.

**DHS 7486**  
*Special Need Child Care Rate Request*  
Mailed or given to ERDC and TANF clients who have a child with special child care needs. The client and the provider indicate on this form why the child needs care at the special needs rate.

**DHS 7492**  
*Child Care Provider Guide*  
This is given to the client to give to the provider at application or when the client reports a new provider. It can also be mailed to the provider by DPU when the listing form indicates the provider does not have one. The *Child Care Provider Guide* contains information on provider requirements, the listing and payment process, DHS rates, instructions and samples of completed listing and billing forms and other important information such as recognizing and reporting child abuse and preventing the spread of infectious disease.

**DHS 7494**  
*Child Care Provider Listing Form*  
Filled out by the provider, then used to determine if the provider meets DHS listing requirements. For ERDC and TANF child care, the listing form also sets up the “child care situation” — the link on the system between the client and the provider that initiates the Child Care Billing (CCB). The worker must ensure that the client is eligible for child care assistance and complete the “DHS Only” portion of the form before giving it to the client.

**DHS 7494E**  
*Child Care Provider Letter*  
Given to the parent when their provider is already approved on the provider pay system. This letter tells the provider the parent is eligible for help with child care expenses. It takes the place of the DHS 7494 form for providers who are already listed.

**DHS 7496**  
*Provider Report*  
Used by child care providers to report any changes in name, address, phone number and household composition (for family day care only), and to report arrests, convictions or involvement with DHS child welfare. A perforated copy of the change report is in the DHS 7492. DPU also mails the form to providers on request.