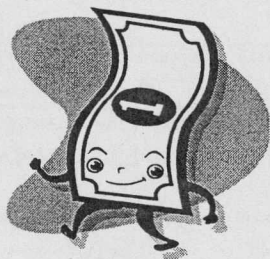
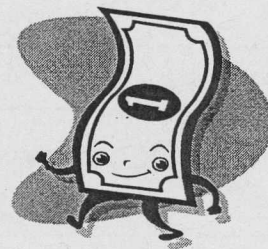


IMPORTANT NOTICE REGARDING YOUR



PAYMENTS



All providers who are not licensed by the State of Illinois must register with the Illinois Department of Human Services (IDHS) to receive payment. To register, you will need to send us a copy of your social security card and a copy of the front and back of your picture ID. The registration checklist is provided to help you remember what you need to give us so you can be paid. **Providers may also be required to do a background check which includes CANTS (Child Abuse and Neglect Tracking System) check, a check of the Illinois and/or National Sex Offender Registries(SOR), and a criminal background check (done through fingerprinting).**

To complete the registration process, please send the following items, within 10 business days, to:

**Child Care Resource and Referral
700 Logan College Road
Carterville IL 62918**

NO FAXED COPIES WILL BE ACCEPTED

LICENSE EXEMPT PROVIDER REGISTRATION CHECKLIST

○ **PICTURE IDENTIFICATION (Copy of front and back)**

Any one of the following will be accepted:

- Current Driver License
- Current State ID
- Current Military ID

○ **SOCIAL SECURITY CARD (Copy)**

If your social security card has been lost or stolen, you may obtain a duplicate card from the Social Security Administration. This service is free. You must complete and Application for Social Security Card. Form SS-5 may be obtained by calling 1-800-772-1213 or by visiting any local Social Security office. Form SS-5 is also available for download at <http://www.socialsecurity.gov/online/ss-5.html>.

○ **W-9 FORM**

Complete and sign an updated W-9.