

Child Care Center Change Request

Type of Change: <input type="checkbox"/> Initial <input type="checkbox"/> Redetermination <input checked="" type="checkbox"/> Case Termination
Provider E-mail Address: lsimmmons@columbus.k12.oh.us

Case Name:	First	Middle	Last
Street Address:	City:		State:
Case Number:	Requested Start Date of Care:		

Provider Name: Northtowne Elementary School Latchkey

Provider Address: 4757 Northtowne Blvd. Columbus, Ohio 43229

Provider Vendor Number/ State Id: 10000 18044

Household Composition	First Name	Last Name	Gender	Social Security Number	Date of Birth	Primary (P) or Multiple (M)	Full time(FT)/ Part time (PT)
Male Adult							
Female Adult							
1 st Child							
2 nd Child							
3 rd Child							
4 th Child							
5 th Child							
6 th Child							
7 th Child							
8 th Child							

Instructions for change:
 Please place the listed children at the above school.

PLEASE READ BEFORE SIGNING: The undersigned child care provider hereby certifies that the information contained herein is true and accurate, and understands that it (child care provider) will be held responsible for any overpayment that occurs as a result of having provided inaccurate and/or misleading information. *(To be signed by provider using ink)*

Provider Signature 	Date
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The undersigned parent/customer hereby acknowledges that a Child Care Center Change Request form must be signed in order to initiate services, to add children, and/or to change a schedule, and that the failure to sign may delay or prevent the processing of the change. By signing this form, I certify that the information contained herein is true and accurate, and understand that I will be held responsible for any overpayment that occurs as a result of having provided inaccurate and/or misleading information.

Provider Name PRINTED Leesa Simmons	Telephone Number (614) 365-5891
Parent/Customer Signature 	Date

My signature below also serves as authorization for (Provider Name) Northtowne Elementary School Latchkey to provide ECDJFS with information necessary to determine eligibility for publicly funded child care, and/or to monitor or evaluate the delivery of said care. Any information shared pursuant to this document shall remain confidential according to state and federal law. This authorization shall remain in effect, as needed, unless revoked by me in writing. *(To be signed by parent/customer using ink)*

Parent/Customer Name PRINTED Leesa Simmons	Telephone Number
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