

Dear Childcare Provider:

Thank you for working with our Childcare Grant Program at Clackamas Community College. We appreciate your time and patience in helping our student parents and working through our processes in the Associated Student Government (ASG).

Please pay careful attention to the following items, and provide the documentation noted below to the student parent so that they can get those documents to us.

- 1) The student has been awarded the amount of: \$\_\_\_\_\_. The College will pay this amount once the amount of care has reached this figure.
- 2) The student will give you a **Providers Invoice**. This needs to be filled out on a daily basis to note the times(s) and charge(s) applied for the Childcare. Please return this completed document to the student parent as soon as the award figure has been reached. This is what will initiate the payment proceedings by ASG. (Note that it may take 2-3 weeks for a check to be mailed). Please also note that we cannot prepay for care so the dates on the invoice should reflect care that has already been received. You may submit more than one invoice in a school term that totals up to the grant amount.
- 3) The ASG Grants department must have on file a copy of a **valid childcare license from the State of Oregon** for your company to serve as a Childcare Provider. Please make sure that you provide a copy of this license to the student parent to return to ASG, if a valid license copy is not already on file in the ASG office.
- 4) The College Business Office must have a copy of a completed **W-9** form each academic year. If you have not already provided this document to the College, please make sure the student parent has completed copies from you to return to the ASG Grants department. If your business is listed under a personal social security number a **Birthdate form** is also required.
- 5) Please keep copies of the above for your own records.

If you have any question, comments, or concerns regarding the grant process, feel free to call or email us directly. Otherwise, everything goes through the student parent. Again, thank you for working with us and our student parents.

Sincerely,

ASG Grants Department  
503-594-3934  
[ASGGrants@clackamas.edu](mailto:ASGGrants@clackamas.edu)