

Additional Provider / Helper

An additional provider, which we refer to as a helper, is an adult who is present in a child care facility in addition to the provider to meet the provider/child ratio. A helper is often used when a provider cares for multiple children under the age of 2 years. **Only licensed providers are able to utilize helpers.**

Licensed providers utilizing a helper will be allowed to claim and receive payment for full capacity on the Western Dairyland CACFP when the following occurs:

Reporting/Approval Standards:

- Helpers will be reported to the WD CACFP
- Western Dairyland CACFP will confirm annually during home visits that a helper is still being used

Provider Responsibilities:

- You are responsible for the following:
 - Filling out the required provider information (See helper form)
 - Communicating with Western Dairyland when a helper is no longer being used
 - Ensuring that the helper know where information is stored in the event they are present during a home visit (attendance, menus, meal counts etc)
 - Ensure the helper is signed into attendance when helping care for children
- The helper is responsible for the following:
 - Signing the Review Form when he/she is present during home visits with Western Dairyland CACFP staff
 - Knowing where information is stored in the event they are present during a home visit (attendance, menus, meal counts etc)
 - Must be signed into attendance when helping care for children

This Institution is an Equal Opportunity Provider

Additional Provider/Helper Form

To be completed by provider about provider:

first name

last name

4-digit WD provider #

Date helper started assisting in my program _____

I have read and understand Western Dairyland's CACFP Additional Provider/Helper Policy and Procedure and DCF 250.05. I know what my licensor requires of me regarding tracking and reporting on my helper. I understand that I am giving this information in connection with receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Provider signature

Date