

Helper Form

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

- ☐ 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 knows where information is stored if they are present during a home visit (attendance, menus, meal counts etc)
- ☐ Ensure the helper is signed into attendance when helping care for children

Helper Responsibilities:

- ☐ 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



To be completed by the provider

(Helper Name) _____ as well as (Provider Name) _____

Provider #: _____

Date helper started assisting in my program: _____

I have read and understand Western Dairyland's CACFP Additional Provider/Helper Policy and Procedure and DCF250.05. I know what my licensor requires of me regarding tracking and reporting on my helper. I understand that I am providing this information in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Provider signature: _____

Date: _____