



## FACILITY INFORMATION

Name of Facility	Provider ID:	Provider ID Extension
Address		
City	Zip	
Phone Number	Fax Number	
E-mail	Employer Identification Number (EIN):	

## FAMILY INFORMATION

How may we contact the family?  Home phone     Work phone     Cell phone

What time is usually best to call?  Morning     Afternoon     Evening

Marital Status:     Married                   Single                   Single living with companion

Total number of adults in your household: \_\_\_\_\_ Total family size: \_\_\_\_\_

Do all adults in the household work at least 20 hours a week?     Yes     No

Employee's Name:	Last 4 digits of SS#
Address:	City                  Zip Code
Phone	Fax

## CHILD(REN) INFORMATION

Name of Child (LAST, FIRST, MI)	Last 4 digits of SSN	Date of Birth	Provider name and care needed (FT or PT)
			<input type="checkbox"/> FT <input type="checkbox"/> PT
			<input type="checkbox"/> FT <input type="checkbox"/> PT
			<input type="checkbox"/> FT <input type="checkbox"/> PT
			<input type="checkbox"/> FT <input type="checkbox"/> PT
			<input type="checkbox"/> FT <input type="checkbox"/> PT



## AUTHORIZED BUSINESS REPRESENTATIVE INFORMATION

Name			
Signature			
Title		Date	
Phone		Fax	

### Submission steps:

1. Complete this form
2. Complete a redetermination package (found here: [http://www.elcmdm.org/our\\_services/ccep.html](http://www.elcmdm.org/our_services/ccep.html))

### THEN

### Mail or drop off complete package at your local Early Learning Coalition Service Center

#### South Service Center

The Centre at Cutler Bay  
 Condominium  
 18951 SW 106 Ave.  
 Unit B-208  
 Miami, FL 33157

#### Central Service Center

United Way Building  
 3250 SW 3rd Avenue  
 Miami, FL 33129

#### North Service Center

Golden Glades Office Park  
 1515 NW 167th Street, Suite 320  
 Miami Gardens, FL 33169

#### Service Center Hours

Monday: 9:00 a.m. to 5:00 p.m.  
 Tuesday: 9:00 a.m. to 5:00 p.m.  
 Wednesday: 9:00 a.m. to 5:00 p.m.  
 Thursday: 10:00 a.m. to 6:00 p.m.  
 Friday: Not open to the public  
 Saturday: 10:00 a.m. to 1:00 p.m. (Last Saturday of each month)