

UW Tacoma Childcare Assistance Program Application Materials Checklist

This checklist is to help you in completing your UW Tacoma Childcare Assistance Program materials, ensuring all required paperwork is complete and submitted with your childcare packet prior to being reviewed for the UW Tacoma Childcare Assistance Program. Incomplete packets will not be processed, and will be returned for additional information.

The following form must be completed by the UW Tacoma student and turned into Student Services with the Childcare Assistance Program application packet, prior to materials being reviewed.

- UW Tacoma Childcare Request Application

The following form must be completed by the UW Tacoma student AND the childcare provider and turned into Student Services with the Childcare Assistance Program application packet, prior to materials being reviewed.

- UW Tacoma Childcare Center/Home Enrollment and Cost Certification Form

The following form must be completed by the childcare provider and turned into Student Services with the Childcare Assistance Program application packet, prior to materials being reviewed.

- W-9 Form – Request for Taxpayer Identification Number and Certification
 - If the childcare provider is considered an Individual/Sole Proprietor, they must provide their name on line one and their business name on line two
 - If the childcare provider is considered a Corporation, Partnership, or Other, they need only provide their business name on line two

The following document must be included with the Childcare Assistance Program application packet, prior to materials being reviewed.

- Copy of the childcare provider's state or federal childcare license

Please consider these additional items to ensure that your Childcare Assistance Program application packet is complete:

- Are all forms filled out completely?
 - Are all pieces of information (Student ID #s, UW Tacoma email addresses, etc.) correct?
 - Did the childcare provider sign and date the W-9 form?
 - Did the childcare provider enter their Taxpayer Identification Number (TIN) on the W-9 form?
 - Is the childcare provider's state or federal childcare license included?
-

If you have any questions regarding the UW Tacoma Childcare Assistance Program and/or the required application materials, please contact:

Jennifer Magofna, Program Coordinator for the Department of Student Services
MAT 106 / jmagofna@u.washington.edu / 253.692.4601 or 4421