

OFFICE PROCEDURES FOR AT-RISK REFERRALS

Step 1: Do you have a Childcare Authorization form (referral) from another agency?

A referral must be processed within 10 days or it will expire.

Step 2: Have you chosen your childcare provider?

A list of child care providers that contract with the Coalition will be given to you upon your request. It is your responsibility to choose a provider, to secure an opening, and to provide any registration fee or health records that may be necessary.

Step 3: Do you have the documentation required to verify your identity and your child's age?

Acceptable Forms of Identification

- Driver's License
- Florida Picture ID
- Driver's License (from any state or U.S. territory)
- ID Card (issued by federal, state, or local government agency)
- U.S. Military ID
- U.S. Passport

**If no photo ID is available, TWO of the items listed below are acceptable:*

- Social Security Card
- Insurance Card
- Voter's Registration Card
- Child's Birth Certificate
- Parent's Birth Certificate
- Court Paperwork (with parent and child's name listed)
- Self-attestation (from a representative of the referring agency)
- Child's Birth Certificate
- Certificate of Baptism

Acceptable Forms of Age Verification

- Insurance Policy (on the child's life)
- Passport
- Transcript (from the child's school)
- Immunization Record
- U.S. Hospital Record
- Court Order or Judgment (specifying child's age)
- Military Dependent Card

Step 4: You are now ready to complete the enrollment process.

Referred customers will be seen during our walk-in hours which are Monday-Thursday from 8:00 a.m. – 12:00 p.m. on a first-come, first-served basis. There could be a substantial wait without any appointment, so please plan accordingly. You will be asked to complete an "Ages and Stages Questionnaire" for each child receiving services while you wait.