

Child Care Contact Log

Please keep track of your weekly contacts along with a detailed outcome and submit to your case manager every Monday.

Date	Agency and Contact Person	Phone Number	Are there openings?	Application Submitted? (If so, when?)	Are you on a waitlist?	How long is the waitlist?	Detailed Outcome
1/24	Tree Top Childcare Center/Lisa	(123)456-7890	Yes	Yes 1/28	Yes	2 Weeks	Lisa said to come in and get an app and call next week for availability.

When you find a childcare provider that has openings for your child(ren) and accepts CCCAP, don't forget to let your Case Manager know the provider number so they can submit a referral to CCCAP to get you authorized. Keep in mind – do not send your child(ren) to the childcare provider until you receive an email from CCCAP stating you are authorized. If you send your child(ren) before getting authorized for childcare, you be responsible for the costs.