



Tennessee Department of Children's Services

# Custodial Childcare Assistance Referral and Authorization

**Foster Care Referrals (DCS-SSC-State Custody):** Referrals for children in foster care are approved for 12 (twelve) months from the date of enrollment. A new referral must be completed annually to continue childcare assistance.

☐ Initial Referral    ☐ Provider Transfer    ☐ Continuation of Services    ☐ Termination

Child's Name	SSN	Date of Birth	Over 12 Years Old (Yes/No)	Race	Gender	Disability (Yes/No)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**\*\* For children over the age 12, attach a court order, IEP, or other supporting documents justifying the need for childcare to this referral.**

Assigned FSW's Name			
Assigned FSW Email			
Assigned Supervisor's Name			
Assigned Supervisor's Email			
Child's County of Residence			
Timeframes Childcare is Needed	<input type="checkbox"/> Traditional Hours (6am-6pm) <input type="checkbox"/> Non- Traditional Hours (6pm- 6am)		
Amount of Childcare Hours Needed	<input type="checkbox"/> Part Time (1-19 hours) <input type="checkbox"/> Full Time (20-40 hours)		
Preferred Day Care Provider			
Address		Telephone	
City, State		Zip Code	
Enrollment Date *If left blank, enrollment will begin the date the referral is processed by DHS.			
Additional Details *Use this section to provide details if there are multiple children or multiple providers.			

Service terminations are only required if the child will no longer need childcare services. Otherwise, childcare assistance will terminate at the end of the approval period unless a new referral to continue services is submitted.

If the termination date is known at the time of the application, it can be included in lieu of completing this form a second time to terminate.

Date of Service Termination	
Termination Reason	

Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Regional Designee, Child Youth Case File

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