

**VALLEY OAK CHILDREN'S SERVICES R & R PROGRAM
REFERRAL POLICY**

Valley Oak Children's Services (VOCS) believes that parents can best determine what is appropriate care for their children.

1. VOCS makes referrals and not recommendations.
2. We urge parents to carefully interview and check references before leaving their child in care.
3. Responsibility for selecting and employing a child care provider rests with each parent.
4. VOCS will provide consumer education for each referral given along with the Community Care Licensing (CCL) address and phone number so parents can check for substantiated or inconclusive complaint information.
5. All parent information is confidential

VOCS refers to all types of child care including: licensed family child care homes, licensed child care centers and license-exempt providers; i.e., recreation programs, in-home care (in the child's or provider's home) or nanny agencies.

VOCS referrals are available to all parents, providers and other agencies. VOCS policy prohibits discrimination based on age, AIDS or HIV-Positive status, marital status, registered domestic partner status, medical condition and genetic characteristics, race or national origin, pregnancy, religion, gender or sexual orientation, or any basis protected by federal, state, or local law or ordinance or regulation.

VOCS refers to child care facilities on an equitable basis. Referrals are based on their proximity to the caller's home or work place, age of child/ren, time of day care is needed and upon vacancies of the facilities. VOCS is not responsible for filling openings in any child care facility.

Providers must meet all regulatory standards. VOCS is not an enforcement agency; we have no authority over the licensing of providers. However, VOCS does support licensing rules and regulations and maintains on-going communication with Community Care Licensing.

Licensed facilities must provide VOCS with the following information to be included in the referral database:

1. A completed facility information form
2. A current copy of their license or current provider profile
3. A copy of current rate sheet or parent handbook

Licensed Facilities will have limited participation or be excluded from the referral database based on information received from CCL.

Exempt providers: must be 18 years old and provide VOCS with the following information to be included in the referral database:

1. A completed exempt provider information form.
2. The names and phone numbers of two (2) character references for whom they have provided care. These references can neither be family members nor employees of VOCS.
3. A signed authorization for VOCS to release the names, phone numbers and provider references to parents.

Exempt providers will be excluded from the referral database if they have either of the following happen:

1. Been denied clearance or registration on any background check databases including: TrustLine.
- OR**
2. Been closed based on Department of Social Services (DSS), CCL or Department of Justice (DOJ) or any other relevant agency's information.