

IMPORTANT INFORMATION

CCOF FUNDING AGREEMENT REQUIRED DOCUMENTS

Before returning the Funding Agreement to the Child Care Operating Funding (CCOF) Program, you **must** complete the **5 steps** below.

Please complete and return within **30 days** of receipt of package.

Funding Agreements received **missing** the following **required documentation** will **not** be renewed.

- STEP 1: **Review Schedule A** to ensure that the facility name, licence, and service details are accurate. If Schedule A is not accurate, **STOP** and contact the CCOF Program **immediately**. Do **not** make changes to or write notes on the Funding Agreement.
- STEP 2: **Only** if schedule A is accurate, **sign and date** the Funding Agreement on behalf of the **Contractor** and **complete your current contact information**.
- STEP 3: **Complete** and submit a 2016/17 *Annual Provider Profile* survey for each funded facility/licence. The *Provider Profile(s)* are to be completed online at <http://www.mcf.gov.bc.ca/childcare/operating.htm>.
- STEP 4: **Enclose** a current copy of the *Community Care and Assisted Living Act* licence(s) for each facility listed on Schedule A of the Funding Agreement if funding is being renewed.
- STEP 5: **Only** when you have completed Steps 1- 4, **mail** the Funding Agreement package to the following address:

Child Care Operating Funding Program
Child Care Programs and Services Branch
Provincial Services Division
Ministry of Children and Family Development
PO Box 9965 Stn Prov Govt
Victoria BC V8W 9R4

Courier address is not available