

City of Richmond
Department of Social Services



900 East Marshall Street
Richmond, Virginia 23219-1538

Agreement for Day Care Recipients

1. All changes in income, working hours, place of employment, or termination of employment must be reported within 24 hours to your social worker.
2. Day care services are only provided for the hours/days authorized and only with the day care provider authorized by the Richmond Department of Social Services. Any changes without authorization will be the responsibility of the recipient.
3. Income verification must be submitted every three months to continue day care services for employed recipients.
4. The Richmond Department of Social Services will pay for no more than twenty (20) day care absences with the exception of school holidays or weather related closings. If more than twenty (20) absences, the recipient may be responsible for payment of those days.
5. Failure to pay any partial payment agreed upon may result in a suspension of day care services.
6. The Richmond Department of Social Services will only pay up to the maximum market rates to day care providers. Any amount over and above the market rate will be the responsibility of the recipient.
7. The child(ren) must be clean and healthy when delivered to the day care setting and must be picked up at the agreed upon time.

I understand and will adhere to the standards and responsibilities for day care services outlined by the Richmond Department of Social Services

Recipient's Name

Recipient's Signature

Date

Social Worker's Name

Social Worker's Signature

Date