



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

Indiana Family and Social Services Administration

402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

E. Mitchell Roob Jr., Secretary

MEMORANDUM

TO: CCDF Child Care Providers

FROM: Randy Wagner
Grants Manager

DATE: July 15, 2005

RE: Revised CCDF Discrepancy Forms

Enclosed you'll find a revised one page discrepancy form with instructions on the reverse side. You **no longer need to send the Hoosier Works Discrepancy form with your discrepancy.** Please start using the new form immediately with your future discrepancies.

Please follow the instructions so your discrepancy will be process in a timely manner. Forms that are not filled-out properly will be rejected and sent back to you. Please note the following most common errors we see on discrepancy forms submitted to us:

1. Fill in all questions and check boxes.
2. One form per child.
3. Right days for the week.
4. Hours per day and total weekly hours must be **figured to the hour and minute. NO ROUNDING**
5. **Parent and Provider must sign the form in blue ink.**
6. No copies will be accepted.
7. If the family no longer attends your site, please include a justification letter for missing parent signature.
8. Please send forms to the correct ACS Discrepancy Department address at the bottom of the form.

We thank you for your dedication in serving the families and children of Indiana. With our new tracking system and revised one page form, this will make the discrepancy process easier for you the provider and more efficient for us in processing your discrepancy.

If you have any questions please call our help desk at 1-866-258-8808.

