



illinois
action for
children

Referral Database Checklist

Please use this checklist as a guide as you complete the attached packet.

Be sure to make copies of all forms: Once forms are submitted, they can **NOT** be returned and will become property of Illinois Action for Children.

If you have questions, please contact the Referral Database Team at (312) 823-1347.

Licensed Home Providers, Licensed Centers & License-Exempt Centers **must return:**

- Signed page acknowledging the database Policies and Procedures*
- Signed and completed database information collection forms*
- Copy of a valid child care license (for licensed home providers and centers) or a copy of DCFS confirmation of license-exempt status (for license-exempt center)*

In addition, License-Exempt Home Providers **must return:**

- Signed page acknowledging the database Policies and Procedures*
- Signed and completed database information collection forms*
- Completed Self-Evaluation*
- Completed and signed Health Report*
- Completed Child Abuse and Neglect Tracking System (CANTS) form*
- Two completed reference forms*