



LETTER OF REFERENCE

(Must be completed by a non-family member with and acquaintance of six months or more.)

Section 1: TO BE COMPLETED BY APPLICANT

Applicant Name:		Phone: ()	
Applicant Address:		City:	State: Zip:

The above applicant has requested to become a Navy certified Child Development Homes Provider. Personal references are required on all applications and must be kept on file in our office. You have been selected by the applicant as a reference. Please complete section 2 and 3 for CDH applicant.

SECTION 2: REFERENCE INFORMATION

ALL ITEMS MUST BE COMPLETED. IF IT DOES NOT APPLY PUT N/A.

1.	What is the length of time that you've known the applicant?
2.	How did you come to know the applicant and his/her family?
3.	Has the applicant ever provided childcare for you? If so how often?
4.	Can you describe some of the applicant's strengths especially as they might relate to come for children?
5.	Is the applicant reliable? If no, please explain.
6.	Is the applicant easy to communicate with? Does he/she speak English well enough to be understood?
7.	Is there anything else you would like to share with us regarding this applicant?

SECTION 3: REFERENCE CONTACT INFORMATION

Printed Name:			
Signature:			
Address:		City:	State: Zip:
Date:		Phone:	