CHILD CARE ASSISTANCE PROGRAM

Division of Public Assistance
Child Care Program Office
http://dhss.alaska.gov/dpa/Pages/ccare

Office Use Only

APPROVED RELATIVE PROVIDER APPLICATION COVERSHEET

Approved Relative child care providers who participate in the Child Care Assistance Program must meet the eligibility and application requirements as outlined in 7 AAC 41. The complete regulations for the Child Care Assistance Program can be accessed at: http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx. **Child care services must be provided in the applicant's private residence. The children in care and the child care provider must live in separate residences.** Retain a complete copy of the application and all documents submitted for your records.

AGENCY NAME
[ADDRESS]

The following items must be submitted to the office listed above.	
Completed: ☐ *Approved Relative Provider Application* CC42 ☐ *Approved Provider Health and Safety Requirements* CC11 ☐ *Child Care Provider Rates and Responsibilities* CC12 ☐ A copy of your *Approved Child Care Provider Disaster Preparedness and Emergency Evacuation Plan* CC10 ☐ *State of Alaska Substitute Form W9 Taxpayer Identification Number (TIN) Verification* ☐ Typical Schedule of Daily Activities CC87 ☐ Permission to Operate a Child Care Business CC72, if applicable.	Provide **a copy** of the following: ☐ A copy of your government issued photo identification ☐ Verifiable valid State of Alaska business license to operate as a child care. The primary line of business must be 62 – Health Care and Social Assistance and the primary North America Industry Classification System (NAICS) code must be 624410 Child Care Services) ☐ Verification of the qualifying relationship of each child in care to the applicant ☐ Pediatric first aid and cardiopulmonary resuscitation (CPR) certifications ☐ A copy of your high school diploma, General Educational Development (GED) diploma or the equivalent.

ADDITIONAL APPLICATION REQUIREMENT

☐ Complete an Approved Relative Provider Orientation.

☐ Participate in an interview.

Review the information on the reverse side for additional information and requirements for Child Care Assistance Program participation.

IMPORTANT INFORMATION

Approved Relative Providers are approved to care for specific children who are related to them as listed on the *Approved Relative Provider Application* CC42. Child care services provided prior to the provider's approval effective start date will not be paid by the Child Care Assistance Program (CCAP). The family whose children you will be caring for must also be approved for CCAP participation and a Child Care Assistance Authorization document issued identifying the specific children to be cared for and the specific month(s). Care provided prior to the family's approval effective date will not be paid by the CCAP.

Provider approval effective dates are the first of the month following the receipt of: a complete application; valid criminal history checks for all individuals living in your home who are 16 years of age or older; completion of the Approved Relative Provider Orientation; and participation in an interview.

An Approved Relative Provider may be approved for participation in the CCAP for a two year period. Providers who wish to continue participating past the two year timeframe must reapply.

REQUIRED TRAINING

Prior to approval or within three months of approval for program participation, Approved Relative Providers must complete health and safety training and provide a copy of the certificate on the following topics:

1. Prevention and control of infectious diseases (including immunization);
2. Prevention of sudden infant death syndrome and the use of safe sleeping practices;
3. Administration of medication;
4. Prevention of and response to emergencies due to food and allergic reactions;
5. Building and physical premise safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic;
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster; or a man-caused event (such as violence at a child care facility);
8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
9. Appropriate precautions in transporting children;
10. Recognition and reporting of child abuse and neglect; and
11. Minimum health and safety training.

These trainings, with the exception of recognition and reporting of child abuse and neglect are available through Better Kid Care by selecting "Health and Safety Basic: Requirements for Certification" at: http://extension.psu.edu/youth/betterkidcare/early-care/ccdbg. Training on recognition and reporting of child abuse and neglect is available through the Office of Children's Services at: http://dhss.alaska.gov/ocs/Pages/childrensjustice/mandatoryreporting.aspx.

Upon approval for program participation, Approved Relative Providers must also complete 12 hours of professional development training annually. Training must reflect current research and best practices related to the skills necessary for the child care workforce to meet the development needs of participating children, improve the quality of, and stability within, the child care workforce. Professional development training must incorporate knowledge and application of Early Learning Development Guidelines; health and safety standards; and/or social-emotional behavior intervention models, which may include positive behavior intervention and support models. A copy of certificates or training transcripts must be provided to support hours of training completed.

Failure to complete the required training within the timeframes described may result in a provider's program participation ending.