



CHILD CARE ASSISTANCE PROGRAM

Division of Public Assistance
Child Care Program Office

Office Use Only

LICENSED PROVIDER CHILD CARE ASSISTANCE APPLICATION COVERSHEET

Licensed 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 Child Care Assistance Program can be accessed at: <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

Once completed, submit documents to:

AGENCY NAME

ADDRESS

- Licensed Provider Application CC41*
- Child Care Provider Rates and Responsibilities CC12*
- Completed Substitute Form W-9 Request for Taxpayer Identification Number Verification*
- Completed Electronic Payment Agreement for Vendors Doing Business with the State of Alaska*
- A copy of your valid Child Care License issued by the State of Alaska or Municipality of Anchorage (or issuance of a Child Care License must be verifiable through the Integrated Child Care Information System)

ADDITIONAL APPLICATION REQUIREMENTS

- The facility owner and/or individual who will be granted signatory authority for the Child Care Assistance Program must complete a Licensed/Certified Provider Orientation.
- Participate in an interview.

IMPORTANT INFORMATION

Child Care Assistance Program cannot authorize or pay for child care services provided past your license timeframe.

You must give Child Care Assistance Program participating families and the child care assistance office 30-day prior written notice before implementing a rate increase. The child care assistance office requires a new *Child Care Provider Rates and Responsibilities CC12* form to be completed for all rate changes.

Payment to providers approved for program participation, for authorized child care services, will be made through Electronic Funds Transfer (EFT) otherwise known as direct deposit.

Retain a complete copy of the application and all other documents submitted.