



CHILD CARE ASSISTANCE PROGRAM

Division of Public Assistance
Child Care Program Office

Office Use Only

IN-HOME CHILD CARE RENEWAL APPLICATION COVERSHEET

In-home 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>

To be eligible to hire an In-home child care caregiver for the children of the family and participate in the Child Care Assistance Program, the parents of the family must be participating in an eligible activity outside the family's home at the same time and require care for one of the following:

- At least four children who are not in school at any time during the day, are otherwise eligible, and are not the children of the In-home child care caregiver;
- At least one child with special needs;
- At least one child who is younger than 12 months of age; or
- At least one child, if all parents in the family are working a night shift.

Child care services must be provided at the family's physical address. The In-home caregiver may not reside in the family's home. Retain a complete copy of the application and all documents submitted for your records.

If you are changing your caregiver, you must use *the In-home Child Care Application CC40* not this renewal.

AGENCY NAME

ADDRESS

- Submit a completed *In-home Child Care Renewal Application CC86* to the office listed above.
- You and your caregiver must participate in an interview.

REQUIRED TRAINING

In-home caregivers must complete 12 hours of professional development training annually. 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 caregiver's program participation ending.