CHILD CARE ASSISTANCE PROGRAM

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

Office Use Only

IN-HOME CHILD CARE APPLICATION COVERSHEET

All 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

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 home. 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: ☐ *In-home Child Care Application* CC40 ☐ *Health and Safety Requirements for In-home Care* CC27 ☐ *Approved Child Care Provider Disaster Preparedness and Emergency Evacuation Plan* CC10 ☐ *Alaska New Hire Reporting Form* 04-1050 ☐ *Alaska Employer Registration Form for Daycare Services form* TREG (daycare) ☐ *In-home Child Care Parent/Caregiver Agreement* CC18, if applicable	Provide **a copy** of: ☐ Your government issued photo identification ☐ Your selected caregiver's government issued photo identification ☐ Your selected caregiver's valid pediatric first aid and cardiopulmonary resuscitation (CPR) certifications ☐ Your selected caregiver's proof of qualifying education (high school diploma, General Educational Development (GED) diploma, or the equivalent

The forms listed below must be completed and submitted to the applicable federal agency or completed as retained as identified on the form.
☐ Form SS-4: *Application for Employer Identification Number* ; ☐ Form I-9: *Employment Eligibility Verification*; ☐ Form W-2: *Wage and Tax Statement*; and ☐ Form W-4: *Employee's Withholding Allowance Certificate*

ADDITIONALLY

☐ As the employer of a child care caregiver, you must apply to the Alaska Background Check Program (BCP) to obtain a valid background check for your caregiver.

☐ You and your caregiver must participate in an In-home Child Care Orientation.

☐ You and your caregiver must participate in an interview.

IMPORTANT INFORMATION

In-home child care approval effective start dates are the first of the month following the receipt of: a complete application; valid criminal history for your selected caregiver; and participation in an Orientation. Your participation in the Child Care Assistance Program (CCAP) must be renewed each time you renew CCAP participation as a family.

Child care services provided prior to the caregiver's or the family's approval effective start date will not be paid by the CCAP.

REQUIRED TRAINING

Prior to approval or within three months of approval for program participation In-home caregivers must complete health and safety training on the following topics and provide a copy of their certificate:

- ☐ Prevention and control of infectious diseases (including immunization);
- ☐ Prevention of sudden infant death syndrome and the use of safe sleeping practices;
- ☐ Administration of medication;
- ☐ Prevention of and response to emergencies due to food and allergic reactions;
- ☐ Building and physical premise safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic;
- ☐ Prevention of shaken baby syndrome, abusive head trauma and child maltreatment;
- ☐ 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);
- ☐ Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants;
- ☐ Appropriate precautions in transporting children;
- ☐ Recognition and reporting of child abuse and neglect, and
- ☐ 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, In-home caregivers 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 caregiver's program participation ending.