



Child Care Program Office
Division of Public Assistance
3601 C Street, Suite. 140
P.O. Box 241809
Anchorage, AK 99524-1809

Office Use Only

CHILD CARE GRANT (CCG) TERMS AND CONDITIONS AGREEMENT

I understand that I must:

1. Provide a current copy of my Child Care License to the Child Care Program Office (CCPO).
2. Comply with all Child Care Licensing Regulations.
3. Provide child care to an “attendance minimum” number of children whose parents receive Child Care Assistance (CCA) - 5% of facility spaces or 1 space, whichever is greater.
(I may receive Child Care Grant (CCG) funds for any six-month period without caring for a child whose family is receiving CCA; however, I will be denied payment for the seventh month and suspended from receiving funds until meeting the attendance minimum of CCA children.)
4. Complete the Attendance Report Form(s) for the report month following the directions on the back of the form. Count children in actual attendance only - **except** my own biological, step, adopted or foster children. Check for accuracy.
5. Complete and sign the CCG Payment Request Form for the report month following the directions on the back of the form. Check for accuracy.
6. Submit CCG Payment Request Form and Attendance Report Form(s) to the CCPO by the last day of the month following the report month. If late, payment will be denied for that month.
(If denied, I have the right to request an administrative review.)
7. Receive CCG funds only for reimbursement for the following:
 - staff salaries, wages, benefits (except those paid to a sole proprietorship)
 - substitute care providers
 - health and safety-related items for the child care facility
 - supplies, equipment and activities for the children in care
 - education and training related to child development
8. Reimburse the State of Alaska for all CCG funds that have been received or reimbursed outside the terms and conditions of the CCG and be subject to other sanctions as follows:
 - two to six month suspension from the program
 - termination from the program
9. Maintain CCG-related attendance, expenditure, and account records for at least three years.
10. Allow a representative from the Child Care Program Office access to my center/home to review all documentation necessary to ensure compliance with the CCG.
11. Notify the Child Care Program Office if:
 - I go out of business, leave Alaska, or otherwise become ineligible to receive the CCG.
 - My facility/home changes location or ownership.

PLEASE KEEP THIS AGREEMENT IN YOUR FILE FOR REFERENCE