

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE
CHILD CARE PROGRAM OFFICE

SEAN PARNELL, GOVERNOR

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FAIRBANKS CCAP BILLING REPORT PAYMENT TRANSITION PLAN

Dear Participating Child Care Assistance Provider,

Effective July 1, 2011, the Fairbanks North Star Borough (FNSB) will no longer be providing Child Care Assistance Program (CCAP) Eligibility Services. A new local grantee will be providing these services for fiscal year 2012. Because it is not feasible to have the new grantee up and running by July 1, the Child Care Program Office (CCPO) in coordination with the FNSB and new grantee are working together to ensure as smooth of a transition as possible.

Starting July 1, 2011, all PASS II/III CCAP Billing Reports previously submitted to the FNSB Child Care Assistance office will be processed for payment by the CCPO Accounting Team in Anchorage until further notice.

How to get your Child Care Assistance Program PASS II and III Billing Report Form(s) to us:

- 1. In-Person:** Take your billing report(s) to the Fairbanks Child Care Licensing Office at 542 4th Avenue, Suite 212, Monday through Friday, between 8:00a.m. - Noon and 1:00 p.m. - 4:30 p.m. Office closes for one hour at lunch time. (There is **no** after hours drop box.)
- 2. By fax:** Fax your billing reports to the Fairbanks Child Care Licensing Office at 451-3196 or toll free at 1-888-451-3196.
- 3. By mail:** The Child Care Program Office Accounting Team:
CCPO – Fairbanks Billing
619 E. Ship Creek Ave, Suite 230
Anchorage, AK 99501

End of Fiscal Year Reminder: The deadline for all fiscal year (FY) 2011 original and amended billing reports to be submitted for payment consideration is July 31, 2011. Please note the last business day in FY 2011 for State of Alaska offices is July 29, 2011.

First Billing for Fiscal Year 2012 Reminder: July 1, 2011 begins the State of Alaska's new fiscal year. All child care providers must submit an **original, signed** Billing Report Form in the new fiscal year. For most providers this will be the July 2011 Billing Report Form to be submitted beginning August 1, 2011.

If you have any questions about **billing issues** please contact Cheryl Windham, CCPO Accounting Supervisor directly at 269-4681 or toll-free at 1-888-268-4632.

The CCPO will issue notice to all providers once the new local grantee is formally selected and open for business. More information will follow regarding provider and family applications, renewals, changes.

Sincerely,

The Child Care Program Office