

How to Become a Child Care Provider Approved to Participate in the Child Care Assistance Program

January 2017



CHILD CARE ASSISTANCE PROGRAM OVERVIEW

A child care provider must be approved to participate in the Child Care Assistance Program (CCAP) to receive Child Care Assistance (CCA) subsidy payments from the State of Alaska, on behalf of an eligible family. The CCAP provides help with child care expenses based on a sliding fee scale for eligible families. The CCAP in Alaska is known as “Parents Achieving Self Sufficiency” (PASS). The State of Alaska, Department of Health and Social Services, Division of Public Assistance, Child Care Program Office (CCPO) manages the PASS Program.

The Three PASS Program Categories Are:

- **PASS I** – provides child care assistance to families receiving benefits under the Alaska Temporary Assistance Program (TA). PASS I CCA is administered by child care assistance grantees in collaboration with the Division of Public Assistance, Field Services and Work Service Providers statewide.
- **PASS II** – provides child care assistance for up to a twelve-month period to families leaving TA who continue to need child care while working, seeking work, training or attending school. PASS II CCA is administered by child care assistance grantees statewide.
- **PASS III** – provides child care assistance to families who are not eligible for PASS I or PASS II and are working, seeking work, in training or attending school. PASS III CCA is administered by child care assistance grantees statewide.

CHILD CARE ASSISTANCE PROGRAM

ELIGIBLE PROVIDER TYPES

The application process to participate in the CCAP is specific to the eligible **Provider Type** below. Each provider type has a set limit for the number of children they may care for. This is called **'capacity.'**

- **Licensed Providers** hold a child care license issued by either the Municipality of Anchorage Department of Health and Human Services or the State of Alaska, Department of Health and Social Services. A Licensed Provider's capacity is determined by their facility size and type and is stated on their Child Care License.
- **U.S. Department of Defense or U.S. Coast Guard Certified Providers** hold a current certificate or other approval granted by the U.S. Department of Defense or the U.S. Coast Guard. The standards used must be evaluated by the Department of Health and Social Services, CCPO to determine if they meet or exceed the requirements, including capacity, of 7 AAC 41.
- **Tribally Approved or Tribally Certified Providers** hold a current certificate or other approval granted by a tribal entity. The standards used must be evaluated by the Department of Health and Social Services, CCPO to determine if they meet or exceed the requirements, including capacity, of 7 AAC 41.

CHILD CARE ASSISTANCE PROGRAM

ELIGIBLE PROVIDER TYPES CONTINUED

- **Nationally Accredited or Nationally Certified Day Camp or Similar Providers** hold a current accreditation or certification from the American Camping Association or another national accreditation group. The standards used must be evaluated by the Department of Health and Social Services, CCPO to determine if they meet or exceed the requirements, including capacity, of 7 AAC 41.
- **Approved Relative Providers** are sole caregivers who provide care in the provider's private residence to eligible children who are their grandchildren, great-grandchildren, sibling, niece, or nephew. Proof of the qualifying relationship is required. The provider and the children they will care for may not reside in the same home. A renewal application is required every two years to continue participation in the CCAP. Capacity: Approved Relative Providers may care for no more than a total of five children under 13 years of age, including the provider's own children, and any other children residing in the provider's home, under 12 years of age. No more than two may be under the age of 30 months.

CHILD CARE ASSISTANCE PROGRAM

ELIGIBLE PROVIDER TYPES CONTINUED

- **In-home Providers** are the parent(s) of the children who receive CCA. The provider (family) hires a caregiver to care for the children in the children's home. To be eligible for In-home care the family must need care for at least one of the following:
 - Four children who are not in school at any time during the day and are not children of the caregiver;
 - One child with special needs, (verification from a health care or mental health care professional supporting the special need is required);
 - One child who is younger than 12 months of age; or
 - One child of a family in which all parents are working a night shift.

The parent is considered the employer of the caregiver. An In-home caregiver may not provide child care services for more than one family at a time. Capacity: the caregiver may bring their own children into this setting, with the parent's permission, only if the total number of children combined does not exceed five children.

CHILD CARE ASSISTANCE PROGRAM

GENERAL PROVIDER APPLICATION REQUIREMENTS

To participate in CCAP a child care provider applicant or In-home caregiver must be at least 18 years of age, have a high school diploma, General Educational Development (GED) diploma or the equivalent, have valid pediatric first aid and cardiopulmonary resuscitation (CPR) certifications, submit a completed CCA application packet, attend a Provider Orientation , participate in an interview, and pass background checks based on the Provider Type they are applying to become prior to approval. All Provider Types, except for In-home Providers, must also have a valid State of Alaska Business License.

Background Check requirement information:

- CCAP regulations require persons who have contact with children in care to be free from problems that may pose a risk to children, including specific barring conditions or crimes. Completed background checks must be received for the provider and all applicable household members, prior to approval.
- The type of background checks required are based on the applicant's Provider Type. An individual may not work, volunteer, or reside in the facility or child care location where child care is provided or with an opportunity to access where child care is provided if the individual is found to have a barring crime or condition resulting from the background check.

CHILD CARE ASSISTANCE PROGRAM

GENERAL PROVIDER APPLICATION REQUIREMENTS CONTINUED

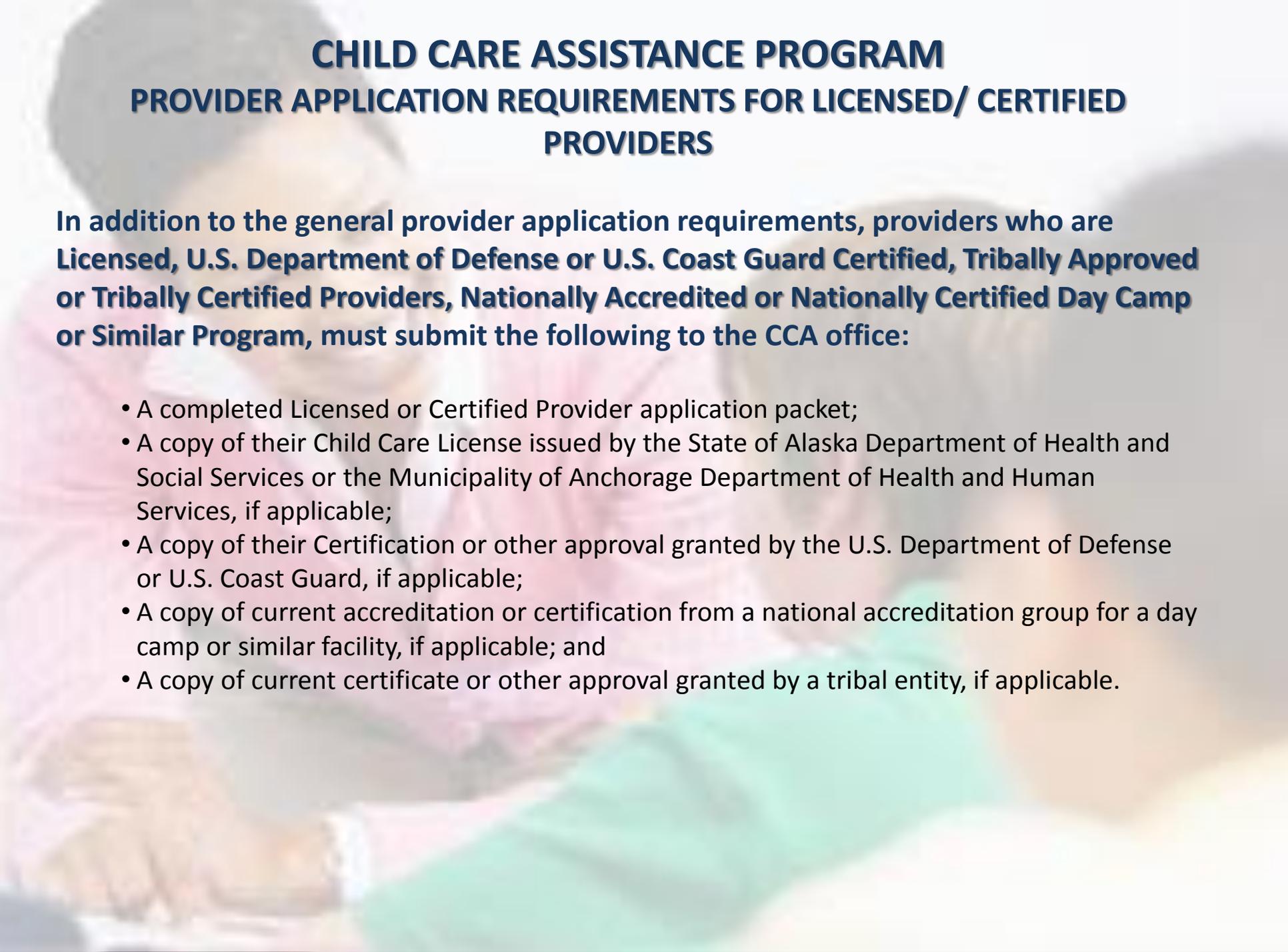
Background Check requirement information continued:

- To assist in identifying barring crimes/conditions and timeframes, please view the Barrier Crime Matrix at:

<http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/files/BarrierCrimeMatrix.pdf>

The Child Care Assistance office will complete the following Background Check Screenings for all applicants and household members 16 years of age and older:

- The Federal System for Award Management;
- The CCPO List of Ineligible Families/Providers; and
- For Approved Relative Providers, a check of the Sex Offender/Child Kidnapper Registration Central Registry, the Department of Justice National Sex Offender Public Website; and Alaska Court System's Court View for any barring crimes or conditions, and submit applicable household member's names for a Child Protection Services check through the Office of Children's Services.



CHILD CARE ASSISTANCE PROGRAM

PROVIDER APPLICATION REQUIREMENTS FOR LICENSED/ CERTIFIED PROVIDERS

In addition to the general provider application requirements, providers who are Licensed, U.S. Department of Defense or U.S. Coast Guard Certified, Tribally Approved or Tribally Certified Providers, Nationally Accredited or Nationally Certified Day Camp or Similar Program, must submit the following to the CCA office:

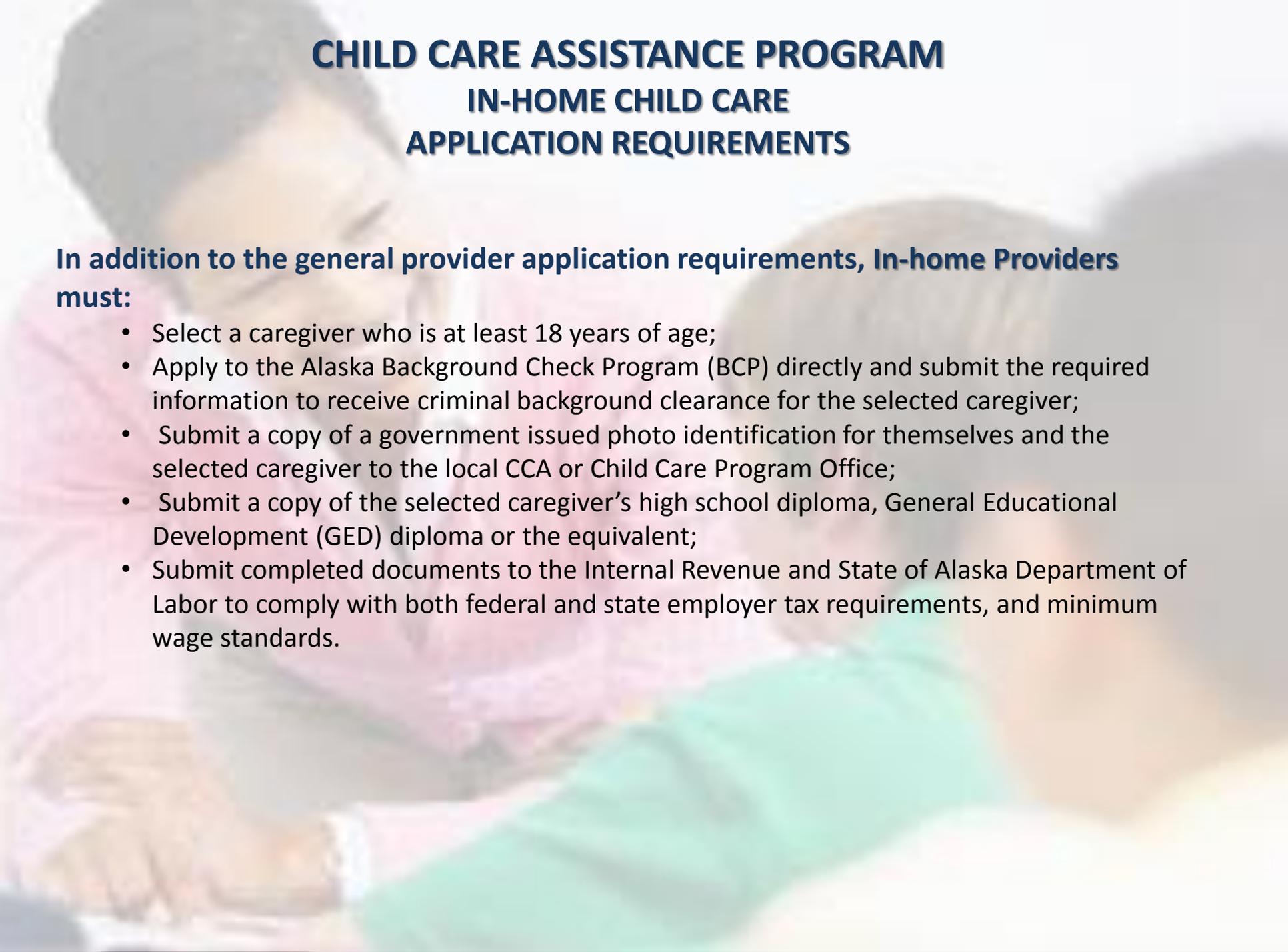
- A completed Licensed or Certified Provider application packet;
- A copy of their Child Care License issued by the State of Alaska Department of Health and Social Services or the Municipality of Anchorage Department of Health and Human Services, if applicable;
- A copy of their Certification or other approval granted by the U.S. Department of Defense or U.S. Coast Guard, if applicable;
- A copy of current accreditation or certification from a national accreditation group for a day camp or similar facility, if applicable; and
- A copy of current certificate or other approval granted by a tribal entity, if applicable.

CHILD CARE ASSISTANCE PROGRAM

APPROVED RELATIVE PROVIDER APPLICATION REQUIREMENTS

In addition to the general provider application requirements, Approved Relative Providers must submit the following to the CCA office:

- A completed Child Care Assistance Approved Relative Provider application packet;
- A copy of their government issued photo identification;
- A copy of their valid State of Alaska business license;
- A copy of their Criminal background information, at the level of an interested person (Interested Person Report), issued by the Department of Public Safety within 90 days of the date the application is received, for the applicant and each individual residing in the residence in which care is provided, who is 16 years of age and older;
- Permission to Operate a Child Care Business, if residing in a rental property;
- Verification of the qualifying relationship of each child in care to the applicant;
- A copy of valid pediatric first aid and cardiopulmonary resuscitation (CPR) certifications;
- A copy of the provider's high school diploma, General Education Development (GED) diploma or the equivalent;



CHILD CARE ASSISTANCE PROGRAM

IN-HOME CHILD CARE

APPLICATION REQUIREMENTS

In addition to the general provider application requirements, In-home Providers must:

- Select a caregiver who is at least 18 years of age;
- Apply to the Alaska Background Check Program (BCP) directly and submit the required information to receive criminal background clearance for the selected caregiver;
- Submit a copy of a government issued photo identification for themselves and the selected caregiver to the local CCA or Child Care Program Office;
- Submit a copy of the selected caregiver's high school diploma, General Educational Development (GED) diploma or the equivalent;
- Submit completed documents to the Internal Revenue and State of Alaska Department of Labor to comply with both federal and state employer tax requirements, and minimum wage standards.

CHILD CARE ASSISTANCE PROGRAM TRAINING REQUIREMENTS

- **Licensed and Certified Provider Types** must follow the requirements prescribed by the licensing, certifying, or approving authority.
- **Approved Relative and In-home Caregivers** must obtain the following training either prior to approval or within three months of approval for program participation:
 - 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 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/default.aspx>

CHILD CARE ASSISTANCE PROGRAM ANNUAL TRAINING REQUIREMENTS

Licensed and Certified Provider Types must follow the requirements prescribed by the licensing, certifying, or approving authority.

Approved Relative and In-home Caregivers

Approved Relative and 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.

Providers should contact Alaska's statewide Child Care Resource and Referral (CCR&R) Network to learn about training options.

CHILD CARE ASSISTANCE PROGRAM

WHERE DO I APPLY?

Licensed, United States (US) Department Of Defense, US Coast Guard Certified, Tribally Approved, Tribally Certified, Nationally Accredited, Nationally Certified Day Camp, Approved Relative and In-home Providers may apply to the local CCA program serving their community:

Alaska Family Services

899 W Commercial Drive
Wasilla, AK 99654
tl: (907) 373-4450
toll free: 1-888-746-4080

Communities served: Cordova, Glennallen, Mat-Su Valley, Palmer, Valdez, Wasilla

Catholic Community Service

419 Sixth St CCS Wing
Juneau, AK 99801
tl: (907) 463-6184
toll free: 1-800-505-6124

Communities served: Craig, Haines, Juneau, Ketchikan, Metlakatla, Petersburg, Prince of Wales, Sitka, Skagway, Wrangell

The LeeShore Center

601 Frontgate Road, Ste 204
Kenai, AK 99611
tl: (907) 283-4707
toll free: 1-877-855-2227

Communities served: Aleutian Chain, Bristol Bay Area, Kenai Peninsula, Kodiak, Kotzebue, Nome

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1949 Gillam Way, Suite G, Rm 403
Fairbanks, AK 99701
tl: (907) 479-2212
toll free: 1-855-479-2212

Communities served: Barrow, Fairbanks, Eielson AFB, Moose Creek, North Pole, North Slope, Salcha, Tok Yukon Kuskokwim Delta

CHILD CARE ASSISTANCE PROGRAM

WHERE DO I APPLY? CONTINUED

The Provider Types in the below areas are approved by the CCPO for Child Care Assistance participation.

Within the Municipality of Anchorage only:

Licensed, United States (US) Department Of Defense, US Coast Guard Certified, Tribally Approved, Tribally Certified, Nationally Accredited, Nationally Certified Day Camp, Approved Relative and In-home Providers

Communities served: Anchorage, Bird Creek, Chugiak, Eagle River, Girdwood, Joint Base Elmendorf-Richardson

Child Care Program Office

Physical Address:

3601 C Street, Suite 140
Anchorage, AK 99503

Mailing Address:

PO Box 241809
Anchorage, AK 99524-1809

telephone: (907) 269-4500

toll free: 1-888-268-4632

email: CCPO@alaska.gov

website: <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>