

# STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE  
CHILD CARE PROGRAM OFFICE

SEAN PARNELL, GOVERNOR

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ANCHORAGE, ALASKA 99524-1809  
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FAX: (907) 269-4536 PROGRAMS

## CCAP BILLING REPORT FORM PAYMENT TRANSITION PLAN

THRIVALASKA HEAD START NORTH POLE  
1949 GILLAM WAY STE F  
FAIRBANKS, AK 99701

Dear Participating Child Care Assistance Provider,

Effective September 1, 2011, **thread** will be administering the Child Care Assistance Program (CCAP) for the Fairbanks service area. Due to the unique circumstances of **thread** subcontracting to your umbrella company, Thrivalaska, the local **thread** office will not be able to process your monthly CCAP billing report forms. Your billing report forms will be processed by the Child Care Program Office (CCPO) in Anchorage.

**Starting September 1, 2011**, all PASS I /II/III CCAP Billing Reports will be processed for payment by the CCPO Accounting Team in Anchorage.

### ***How to get your Child Care Assistance Program PASS I, 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 4<sup>th</sup> 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 Anchorage Child Care Program Office toll free at 1-888-268-4536.
- 3. By mail:** The Child Care Program Office Accounting Team:  
CCPO – Fairbanks Billing  
PO Box 241809  
Anchorage, AK 99524-1809

Thank you all for your patience and understanding during these transitions. If you have specific questions, please email [dpaccp@alaska.gov](mailto:dpaccp@alaska.gov)

Sincerely,

***The Child Care Program Office***