



CHILD CARE ASSISTANCE PROGRAM

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

Office Use Only

APPROVED RELATIVE PROVIDER APPLICATION COVERSHEET

Approved Relative 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>. **Child care services must be provided outside the child's own home. The children in care and the child care provider must live in separate residences.** Once completed, the following documents need to be returned to:

[ADDRESS]

- 1. *Approved Relative Provider Application*
- 2. Verifiable valid State of Alaska business license to operate as a child care (Alaska NAICS Code: 624410 Child Care Services)
- 3. *Approved Provider Health & Safety Requirements* form
- 4. *Child Care Provider Rates & Responsibilities* form
- 5. A copy of your *Approved Child Care Provider Disaster Preparedness and Emergency Evacuation Plan*
- 6. A copy of your government issued photo identification
- 7. Completed *State of Alaska Substitute Form W9 Taxpayer Identification Number (TIN) Verification*
- 8. *Release to Review Background Information (ROI)* forms for each individual living in the location where child care is provided who are, age 16 years of age and older. For individuals 16 or 17 years of age, the ROI form must also be signed by their parent or legal guardian.
- 9. Copy of class schedule if attending an educational institution in addition to providing child care services.

ADDITIONALLY

- Provide Criminal Justice information at the level of an Interested Person by providing an Interested Person Report (IPR) for each member, 18 years of age or older living in the location where child care is provided.
- Participate in an Approved Provider Orientation.

IMPORTANT INFORMATION

Child care services provided prior to your approval effective start date will not be paid by the Child Care Assistance Program (CCAP). Approved Relative Providers are approved to care for specific children only who are related as listed on the *Approved Relative Provider Application*.

Approval effective dates are the first of the month following the receipt of: a complete application; criminal history clearance for all individuals living in the location where child care services are provided who are 18 years of age or older; and participation in an Orientation.

An Approved Relative Provider may be approved for participation in the Child Care Assistance Program for a two year period. Providers who wish to continue participating in the Child Care Assistance Program past the two year timeframe must reapply.

Retain a complete copy of the application and all other documents submitted along with the back side of this document for your files.

Approved Relative Child Care Provider Responsibilities

You must have a valid State of Alaska business license to provide child care services.

You must renew your status every two years to continue to be eligible for payments through the Child Care Assistance Program.

You must obtain certification for first aid and age-appropriate CPR within six months of your child care provider application approval and maintain certification throughout your approval period.

You must submit your Child Care Assistance billing forms and any corrections on or before the last day of the third month following the month in which child care services were provided.

You must retain for at least three years, and make available to the department upon request:

- Each license or permit required for operation;
- Copies of rates and responsibilities forms;
- Facility monthly billing statements;
- Daily attendance records that reflect the time children are in care; and
- Documentation of monthly evacuation drills conducted.

You must cooperate with the department in monitoring reviews, inspections, or investigations for purposes of determining compliance. Cooperation includes allowing access to the premises where child care is provided, to relevant records, and to child(ren) for purposes of conducting interviews.

You must report any changes in your circumstance that may affect your eligibility to participate in the Child Care Assistance Program. Examples of changes you are required to report include but are not limited to:

- If you physically move, get a new mailing address, or get a new telephone number;
- When someone moves into the home where child care services are provided (any person who is residing or visiting for a total of 45 days or more, in any 12-month period is considered to be a household member). For individuals moving into the child care home who are 16 years of age or older, you must submit a completed Release of Information form (ROI). Individuals who are 18 years of age or older must submit a completed ROI and an Interested Person's Report;
- When someone moves out of the home where child care services are provided;
- You are changing the children for whom you will be providing care; and/or
- You stop providing child care services for 100 days or more.

RETAIN THIS DOCUMENT FOR YOUR FILES