



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

IN-HOME CHILD CARE APPLICATION COVERSHEET

All 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 at the family's physical address. Once completed, the following documents need to be returned to:

AGENCY NAME

ADDRESS

- 1. *In-home Child Care Application*
- 2. *In-home Parent / Caregiver Agreement*
- 3. *Health and Safety Guidelines for In-home Care*
- 4. A copy of your government issued photo identification
- 5. A copy of your caregiver's government issued photo identification
- 6. A copy of your caregiver's class schedule if attending an educational institution in addition to providing child care services.

ADDITIONALLY

- As the employer of a child care caregiver, you must apply to the Alaska Background Check Program (BCP) to obtain a valid criminal history check for your caregiver.
- You and your caregiver must participate in an In-home Child Care Orientation before approval can be issued.

IMPORTANT INFORMATION

PASS I approval effective dates are determined by the family's initial authorization period and completion of this application.

PASS II and PASS III approvals are effective on the date of which the last needed information from either your In-home Provider or your PASS II and PASS III family application is received.

Retain a complete copy of the application and all other documents submitted.

See reverse side for your responsibilities when selecting In-home care.

In-home Child Care Parent (Employer) Responsibilities

1. In-home care requires you (parent) to be the Employer. As the Employer you must ensure compliance with all applicable laws governing an Employer / Employee arrangement to include: State of Alaska Department of Labor, State of Alaska Child Support Services, United States Internal Revenue Services and United States Citizenship and Immigration Services.
2. You must submit your Child Care Assistance billing form and any corrections on or before the last day of the third month following the month in which child care services were provided. You and your caregiver must sign the billing form.
3. To continue using In-home child care, you must submit a completed *In-home Child Care Application* at the same time you reapply for Child Care Assistance or with the Alaska Temporary Assistance Program (ATAP).
4. You must retain all records related to attendance of children in care, billing, and any other employer documentation for at least three years.
5. You must cooperate with the department for purposes of monitoring reviews, inspections, or investigations to determine compliance. Cooperation includes allowing access to the premises where child care is provided, to relevant records, and to the child(ren) for purposes of conducting interviews.
6. You must pay your Employee at least the Alaska State minimum wage; and any applicable family contribution (co-pay) and/or Alaska-IN! supplemental payment as determined by the Child Care Assistance Program. You are responsible to pay your Employee any additional amount needed to meet the required minimum wage, regardless of whether payment from the Child Care Assistance Program is made directly to you or your Employee. You must pay your Employee on regular intervals and at least monthly.
7. You will need to work with the Department of Labor and the Internal Revenue Service to file employment taxes quarterly for your Employee. The Child Care Assistance office cannot help you through this process. You must contact these agencies to find out what you must do to meet their requirements along with what happens if you don't. You must also work with the Child Support Services Division to meet the federal requirements of reporting new hire information, withholding and depositing child support payments.
8. You must report any changes in your circumstance that may affect your eligibility to participate in the Child Care Assistance Program, within ten days of that change. You must also report changes to the Child Care Assistance office responsible for your case as a participating family. Examples of changes you are required to report include:
 - If you physically move, get a new mailing address, or a new telephone number;
 - Actual times care is provided, such as: beginning and/or end times of a day; days of the week; or scheduled closures, and/or;
 - If you are ending care with your Employee (caregiver) and wish to employ a different Employee (caregiver). You must submit a completed In-home Child Care Application to the Child Care Assistance Office with the new Employee information. You must also terminate the caregiver whom you will no longer be using in your Alaska Background Check Program (BCP) case and complete the process to receive clearance for your new caregiver.