



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

LICENSED / CERTIFIED PROVIDER CHILD CARE ASSISTANCE 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 41.200. The complete regulations for Child Care Assistance Program can be accessed at: <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx>

Once completed, the following documents need to be returned to:

AGENCY NAME
ADDRESS

- 1. *Licensed/Certified Provider Application*
- 2. *Child Care Provider Rates & Responsibilities form*
- 3. *Completed Substitute Form W-9 Request for Taxpayer Identification Number Verification*

IMPORTANT INFORMATION

Child Care Assistance Program cannot authorize or pay for child care services provided past your license or certification timeframe.

You must give Child Care Assistance participating families and the Child Care Assistance office 30-day prior written notice before implementing a rate increase. The Child Care Assistance office requires a new *Child Care Provider Rates and Responsibilities form* to be completed for all rate changes.

Your participation in the Child Care Assistance Program must be renewed each time your child care license is renewed.

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