

# Child Care Application

## Required documents needed to complete application

**Complete Pages: 2, 3, 14, 15, 16, 17, 18 & 19.**

New clients and Returning clients Must complete the application with the following documents before application can be processed. Incomplete applications will not be processed until completed.

**Returning Clients** – Need to send in monthly income of two pay periods of check stubs, unemployment or self-employed statement and/or any income you may be receiving (yours, spouse, significant other). If there are any new additions to household please send in the following documents.

**New Clients** - Need to send in the following documents to complete application.

**Income** – Monthly income of two pay periods of check stubs, unemployment, self–employed statement and/or any income you may be receiving. (yours, spouse, significant other) must be provided with application.

- Certificate of Indian Blood (CIB) and/or Tribal Enrollment Certificates for each family member.
- Birth Certificate (s) for each child that will be in child care.
- Immunization Records for each child that will be in child care.

### **Child Care Provider Completes:**

- A TB Test and mail or fax TB Test result in from Health Care Provider.
- Background Check Form (check number 2 on form, mark ‘minors’, complete left section and bottom line).
- Business License Form (complete sections 1, 2 & 3 business name, address, mark 2012/2013 biennial & sole proprietor)
- Copy of Identification (driver’s license, state, military or passport)
- CIB (Certificate of Indian Blood and/or Tribal Enrollment Number)

Direct Deposit Bank form is included if child care provider wishes to have checks deposited. First check will be mailed to child care provider as there is a waiting period to process deposit forms at the bank.

Please complete **All** forms to help make the process in a timely manner as it takes time to process Background checks and Business License from the State of Alaska.

Applicants are **Not** approved for child care until our office receives the Background check from the State of Alaska on child care provider and you will be sent a temporary letter of approval.

**Sign and Date forms.** Writing has to be legible to be easily read. The state will return forms if they can’t read the writing or if the forms are not signed and dated where signatures are required.

Application has to be **completed with ALL Required documents** before it can be processed. Incomplete applications will **not** be processed and will be on hold until completed.

For questions please call the 477 Program Manager at 1-800-478-4155 or 907-562-4155.