BROADCAST TO ALL
LICENSED CHILD CARE PROVIDERS
FROM THE DIVISION OF PUBLIC ASSISTANCE,
CHILD CARE PROGRAM OFFICE

The Child Care Program Office (CCPO) is pleased to inform you of the support we will be providing to child care facilities in response to the impacts of COVID-19.

Payment for the Child Care Assistance Program (CCAP) and Child Care Grant Program (CCG) for child care provided will continue as usual by way of submission of your monthly CCAP Request for Payment CC78 and CCG Reimbursement Request CC15 by the last day of the month following the month care was provided.

The CCPO has also been authorized to provide capacity building funding to all licensed child care providers in Alaska, regardless of your participation in the Child Care Assistance Program (CCAP). This funding is to support your ability to retain staff; purchase necessary supplies; change or extend hours of operation to accommodate first responder families, families working in essential positions, and/or homeless children; pay bills; and remain operational or to be able to reopen and continue to serve families if you temporarily closed due to the impacts of the COVID-19 emergency declaration.

Capacity building funding will begin processing in the month of April 2020 and is anticipated to continue through June 2020 or as funding is available.

The process for requesting capacity building funding are listed below based on the status of the facility:

1. **Closed Providers** – those providers who closed during the month of March 2020 due to the COVID-19 emergency declaration and have not or will not reopen until after May 31, 2020.

   Capacity building payments will be made to all licensed child care providers who were open on March 1, 2020. The payment amount will be based on the attendance of all the children in care during the month of February 2020. Payment will be made using the provider’s established rates. If providers charge less than the CCAP rates (State Rates), payment will be made using the State Rates. Payments will be processed during the months of April, May and June 2020.

   a. **CCAP participating providers**

      Information is needed pertaining to children who were in your care during February 2020 who were not participating in the CCAP. Please provide the child’s name, age and attendance on the attached Non Child Care Assistance Program Children’s Attendance form or those providers who participate in the Child Care Grant Program (CCG) may identify the age of these children using the CCG Attendance Report CC14 form. You may also provide this information in a
different format as long as the child’s name, age and attendance are included. This information needs to be provided by April 30, 2020.

b. Non-CCAP participating providers
Information is needed pertaining to children who were in your care during February 2020. Please provide the child’s name, age and attendance for the month of February 2020 to the CCPO on the attached Non Child Care Assistance Program Children’s Attendance form by April 30, 2020 or a different format as long as the above information is included.

Additionally, information needs to be provided pertaining to your established rates in effect February 2020, a Substitute W-9 form and EDI Agreement to enable us to establish vendor accounts to be able to process payments to you. Forms will be mailed to you in the next few days requesting this information.

2. Open Providers – those providers who have remained open

Capacity building payments will be made to all licensed child care providers who were open on March 1, 2020. The payment amount will be based on the attendance of all the children in care during the month of February 2020. Payment will be made using the provider’s established rates. If providers charge less than the CCAP rates (State Rates), payment will be made using the State Rates.

a. CCAP participating providers
All CCAP and CCG participating providers will receive payment for those programs as usual except that CCAP payment will be made using the provider’s established rate instead of the State Rate for care provided during the months of March through May 2020, with a timely submissions of your CCAP Request for Payment CC78 or CCG Reimbursement Request CC15. If providers charge less than the State Rates, payment will be made using the State Rates. Payment will also be made for non-CCAP participating children using the provider’s established rate. Additional information is needed pertaining to children who were in your care during the months of March through May 2020 who were not participating in the CCAP. Please provide the child’s name, age and attendance each month care was provided to the CCPO on the Non Child Care Assistance Program Children’s Attendance form or those providers who participate in the Child Care Grant Program (CCG) may identify the age of these children using the CCG Attendance Report CC14 form. You may also provide this information in a different format as long as the child’s name, age and attendance are included.

Providers will also receive payment for each child in care during the months of March through May 2020, at the rate of $100 for infants, $75 for toddlers, $50 for preschool aged, and $25 for school aged children.
b. Non-CCAP participating providers
Payment will be processed in the months of April through June 2020 based on the children in the providers care during the month of February 2020.

These providers will also receive payment during the months of April through June 2020 for each child in care during the month of February based on the age of the child at the rate of $100 for infants, $75 for toddlers, $50 for preschool aged, and $25 for school aged children.

Information is needed pertaining to children who were in your care during February 2020. Please provide the child’s name, age and attendance for the month of February 2020 on the attached Non Child Care Assistance Program Children’s Attendance form to the CCPO by April 30, 2020. You may also provide this information in a different format as long as the child’s name, age and attendance are included.

3. Re-Opened providers – providers who temporarily closed due to COVID-19 emergency declaration and have re-opened

Capacity building payments will be made to all licensed child care providers who were open on March 1, 2020. The payment amount will be based on the attendance of all the children in care during the month of February 2020. Payment will be made using the provider’s established rates. If providers charge less than the CCAP rates (State Rates), payment will be made using the State Rates.

a. CCAP participating providers
All CCAP and CCG participating providers will receive payment for those programs as usual during the months in which they were open and caring for children, except that for CCAP payment will be made using the provider’s established rate instead of the State Rate for care provided during the months of March through May 2020 with a timely CCAP Request for Payment CC78 or a CCG Reimbursement Request CC15. If providers charge less than the State Rates, payment will be made using the State Rates. Payment will also be made for non-CCAP participating children using the provider’s established rate. Information is needed pertaining to children who were in your care during the months of March through May 2020 who were not participating in the CCAP. Please provide the child’s name, age and attendance each month care was provided to the CCPO on the Non Child Care Assistance Program Children’s Attendance form or those providers who participate in the Child Care Grant Program (CCG) may identify the age of these children using the CCG Attendance Report CC14 form. You may also provide this information in a different format as long as the child’s name, age and attendance are included.

During the months of March through May, when the provider re-opened they will also receive payment for each child in care during the month they reopened.
through May 2020, at the rate of $100 for infants, $75 for toddlers, $50 for preschool aged, and $25 for school aged children.

b. Non-CCAP participating providers
   Payment will be processed in the months of April through June 2020 based on the children in the provider’s care during the month of February 2020.

   During the months of March through May, when the provider re-opened, they will also receive payment for each child in care during the month they reopened through May 2020, based on the children in care during the month of February 2020, at the rate of $100 for infants, $75 for toddlers, $50 for preschool aged, and $25 for school aged children.

If you have questions, please contact the CCPO at ccpo@alaska.gov. Submit the requested information to the CCPO via:

Email: ccpo@alaska.gov
Toll free fax: 1-888-224-4536
Fax: 907-269-4536
Mail or in-person: Child Care Program Office
   3601 C Street, Ste 140
   Anchorage, AK 99503