

**Louisiana Department of Education
Child Care Assistance Program**

**CHECKLIST
School Child Care Center Provider
Initial Application**

Provider's Name

Provider Number

Provider Tax ID Number

PART 1:

YOUR CCAP APPLICATION MUST BE ENTERED INTO THE CAFÉ ONLINE SYSTEM located on our website www.louisianabelieves.com. Click on the heading, Early Childhood, CCAP Provider Certification, then "**Become a CCAP Provider**".

The online application includes entries for your provider agreement, provider rate agreement, W-9 tax information and direct deposit information.

PART 2:

The following required information must be submitted within the 30 day application processing period. Items may be uploaded via CAFÉ, faxed to us at 225-342-4180 or mailed to the following address: CCAP Provider Certification, P. O. Box 2510, Baton Rouge, LA 70821:

- Verification of the rates charged for care (copy of notice to parents, newsletter, bulletin, etc.)
- BESE Regulation verification as verified via internet at www.louisianabelieves.com.
- Brumfield vs. Dodd Approval verification (if private school) as verified at www.louisianabelieves.com.
- IRS SS-4 Form (IRS generated copy)
- Verification of checking or savings account.