

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

**CHECKLIST
Military Child Care Center
Renewal**

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 "**For Existing CCAP Providers**".

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

PART 2:

The following required information must be submitted by the due date indicated on the renewal letter you received from LDE. 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 identity (government issued picture ID) and copy of Social Security card for all owners and directors.

- Copy of current Department of Defense child care license