

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

**CHECKLIST
Family Child Care Provider Renewal**

Provider's Name _____

Provider Number _____

Food Program Participant Yes No

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 registration form, 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 on your renewal letter that 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 if not previously provided (must be a government issued picture ID such as a driver's license)
- Social Security Card (copy)

- Residence Verification (verification of physical address)
- Age Verification
- Copy of a current Fire Marshal Inspection Report

- Current Infant, Child and Adult CPR Verification Expires On: _____
If verification is not provided, indicate reason:
 - Class taken but card not yet received.
 - Class is scheduled. Date of class: _____
 - Other: _____

- Current verification of Pediatric First Aid Training Expires On: _____
 - Class taken but card not yet received.
 - Class is scheduled. Date of class: _____
 - Other: _____

- Verification of 12 clock hours of training in job-related subject areas approved by LDE.

- You must complete a CCAP 16E, Criminal Background Check Authorization form, for each of the following: the provider, any adult living at the location where care is provided, any adult employed at or any adult employed on the property where care is provided. NOTE: Complete two (2) sets for each person, one to submit with your CCAP application and one set to keep until Provider Certification staff notifies you to go to your local Sheriff's office to obtain the Live Scan.