

Louisiana Department of Education  
Child Care Assistance Program

CHECKLIST  
In-Home Provider Midpoint Review

Provider's Name \_\_\_\_\_

Provider Number \_\_\_\_\_

**PART 1:**

YOUR CCAP APPLICATION MUST BE ENTERED INTO THE CAFÉ ONLINE SYSTEM located on our website [www.louisianabelieves.com](http://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 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 your midpoint review 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).
- 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: \_\_\_\_\_  
If verification is not provided, indicate reason:
  - 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.
- Verification of Orientation Training, if not previously provided. Must have been taken within six months of initial certification.
- For any adults that have not had a CBC, 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 (this does not include the parents/caregivers). 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.