

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE
CHILD CARE PROGRAM OFFICE

SEAN PARNELL, GOVERNOR

3601 C STREET, SUITE 140
PO BOX 241809
ANCHORAGE, ALASKA 99524-1809
PHONE: (907) 269-4500
TOLL FREE: (888) 268-4632
TOLL FREE FAX: (888) 224-4536
FAX: (907) 269-1064 LICENSING
FAX: (907) 269-4536 PROGRAMS

CCAP BILLING REPORT FORM PAYMENT TRANSITION PLAN

THRIVALASKA HEAD START NORTH POLE
1949 GILLAM WAY STE F
FAIRBANKS, AK 99701

Dear Participating Child Care Assistance Provider,

Effective September 1, 2011, **thread** will be administering the Child Care Assistance Program (CCAP) for the Fairbanks service area. Due to the unique circumstances of **thread** subcontracting to your umbrella company, Thrivalaska, the local **thread** office will not be able to process your monthly CCAP billing report forms. Your billing report forms will be processed by the Child Care Program Office (CCPO) in Anchorage.

Starting September 1, 2011, all PASS I /II/III CCAP Billing Reports will be processed for payment by the CCPO Accounting Team in Anchorage.

How to get your Child Care Assistance Program PASS I, II and III Billing Report Form(s) to us:

- 1. In-Person:** Take your billing report(s) to the Fairbanks Child Care Licensing Office at 542 4th Avenue, Suite 212, Monday through Friday, between 8:00a.m. - Noon and 1:00 p.m. - 4:30 p.m. Office closes for one hour at lunch time. (There is **no** after hours drop box.)
- 2. By fax:** Fax your billing reports to the Anchorage Child Care Program Office toll free at 1-888-268-4536.
- 3. By mail:** The Child Care Program Office Accounting Team:
CCPO – Fairbanks Billing
PO Box 241809
Anchorage, AK 99524-1809

Thank you all for your patience and understanding during these transitions. If you have specific questions, please email dpaccp@alaska.gov

Sincerely,

The Child Care Program Office