

# Child Care Program Office

The Division of Public Assistance, Child Care Program Office (CCPO) recruits, licenses, monitors and regulates child care facilities across the state (except for the Municipality of Anchorage).

The CCPO collaborates statewide with providers and early childhood partners/stakeholders to improve licensing regulations, health and safety standards and to make on-going improvements in the consistent application of licensing standards. The CCPO licenses Child Care Homes, Group Homes and Centers statewide, except for the Municipality of Anchorage (MOA): the State delegates authority for licensing services to the MOA.

**Mission:** *We support Families in Accessing Quality Child Care.*

**Vision:** *Safe, healthy child care is available and affordable for all families in Alaska.*



For information regarding **Child Care Licensing**, please contact the regional office nearest you.

## State of Alaska Child Care Program Office

Toll free phone: 1-888-268-4632  
Toll free fax: 1-888-224-4536  
Email: [ccpo@alaska.gov](mailto:ccpo@alaska.gov)

### South Central

Physical Address:  
3601 C St., Suite 140  
Anchorage, AK 99503  
Mailing Address:  
P.O. Box 241809  
Anchorage, AK 99524  
Phone: (907) 269-4500

### Northern

Physical and Mailing Address:  
542 4th Avenue, Suite 212  
Fairbanks, AK 99701  
Phone: (907) 451-3198

### Southeast

Physical Address:  
Goldstein Building, Room 512  
130 Seward Street  
Juneau, AK 99801  
Mailing Address:  
P.O. Box 110640  
Juneau, AK 99811  
Phone: (907) 465-4756

### Municipality of Anchorage

Physical Address:  
825 L St., 3rd floor  
Anchorage, AK 99501  
Mailing Address:  
P.O. Box 196650  
Anchorage, AK 99519  
Phone: (907) 343-4758  
Email:  
[HHSCCL@muni.org](mailto:HHSCCL@muni.org)



# Child Care Licensing



Michael J. Dunleavy, Governor  
Adam Crum, Commissioner  
Department of Health and Social Services  
Division of Public Assistance

### **Child Care Program Office**

3601 C Street, Suite 140  
Anchorage, Alaska 99503  
Phone: (907) 269-4500  
Toll free: 1-888-268-4632  
Fax : (907) 269-1064

Toll free fax: 1-888-224-4536  
Email: [ccpo@alaska.gov](mailto:ccpo@alaska.gov)

Website: <http://dhss.alaska.gov/dpa/Pages/ccare>



## Child Care Licensing

The CCPO provides information and technical assistance to individuals interested in becoming licensed and to licensed child care providers of Homes, Group Homes, and Centers.

Licensing Specialists and Supervisors are here to help you through the application process and provide on-going support regarding regulations, statutes, policies and child and family issues. Once licensed, you will receive announced and unannounced inspections during your operating hours.

CCPO Licensing Specialists complete health and safety inspections of child care facilities. They also investigate reports of concern and complaints about licensed child care facilities, Approved Providers (In-home and Approved Relative), and facilities operating without a license.

## License Facility Types

- **Child Care Home:** Care is provided up to 8 children at any one time
- **Child Care Group Home:** Care is provided for 9 to 12 children
- **Child Care Center:** Care is provided for 13 or more children

## Who Needs a License?

- Anyone providing care to more than a total of 4 children unrelated to the caregiver, outside of the child's own home that does not meet exempt status.

## Why Become Licensed?

- Be viewed as an Early Childhood Professional.
- Families seek safe and secure child care through licensed providers.
- With a license you may care for more children.
- Licensed providers may participate in the Child Care Grant Program to receive monthly reimbursements for training and operating costs. Contact the CCPO for more information.
- Licensed providers receive increased reimbursement amounts for families receiving Child Care Assistance and may receive access to additional resources and programs.



## Application Process

If you are located within the Municipality of Anchorage (MOA), contact the MOA for specific application requirements. If located outside the MOA, contact your regional CCPO off nearest you for an application. See reverse for all office contact information.

A Licensing Specialist is available to assist you in completing the application process and will explain facility types and licensing regulations. They will also conduct an orientation and on-site health and safety inspection of your facility. This includes a thorough check of all indoor and outside premises of your facility. While on-site your Licensing Specialist will also observe your interactions with children.

The CCPO has 90 days from the receipt of a complete application to process and make a decision to license a facility.

Prior to becoming licensed, a fingerprint based background check through the State of Alaska Background Check Program must be passed for all individuals associated with your facility who are 16 years of age or older.

Visit the CCPO website for **Child Care Licensing Regulations:**  
[hss.state.ak.us/dpa/programs/ccare/regs.htm](https://hss.state.ak.us/dpa/programs/ccare/regs.htm)

**If you have a concern regarding a child care facility, please call toll free:  
1-888-268-4632.**