



**COVER SHEET**  
**Application For CCDF License-Exempt School-Aged  
Child Care Provider**

**Please Read Carefully:**

Thank you for your interest in becoming a Child Care Development Fund (CCDF) child care provider for families who may be eligible for child care assistance. Parents and families whose children receive subsidy benefits have the option to choose the type of child care provider they want to use, provided preliminary requirements are met by the child care provider.

**Overview:**

The CCDF program is a federal block grant for States, Tribes, and Territories and is a key resource to help increase the availability, affordability, and quality of child care services. CCDF supports low-income families, families receiving temporary public assistance, and those transitioning from public assistance, in obtaining child care services so they may work, attend training, or participate in educational activities.

The Bureau of Child Care Services (BCCS) is responsible for overseeing the CCDF Subsidy Program, which is overseen by the Division of Children's Wellness (DCW). The rules, policies and procedures are based on federal and state/territorial laws, policies and procedures

All child care providers who participate in the CCDF Program must meet the eligibility and application requirements. These include but are not limited to the pre-service orientation of health and safety training coordinated by BCCS, Child Care Licensing Office and other certified trainers. **(Refer to Appendix A)** An initial inspection by the Child Care Licensing Officer and/or BCCS Representative will be conducted to ensure that all requirements are met.

You must complete the attached application and submit it along with the required documents to: DPHSS, Division of Children's Wellness, Bureau of Child Care Services, CCDF Provider Registration Section, Suite 15, Castle Mall, University Drive, Mangilao, Guam 96913, or via email to [childcare@dphss.guam.gov](mailto:childcare@dphss.guam.gov).

The list below are document requirements for Licensed Child Care Facilities & Licensed Group Child Care Homes. Your application must include the following documents in order to validate the clearances conducted by the respective Agency. **If you have submitted these documents to BCCS-Child Care Licensing, a clearance form must be obtained from the licensing officer and routed to BCCS-CCDF Provider Registration.**

NO.	TYPE OF DOCUMENT
1	Business License or Non-Profit Organization Certificate with GRTs**
2	Staffing Pattern
3	Health Certificate Clearance Application (for all staff members, volunteers and practicum students)
4	Police Clearances (issued within the last 30 days): (for all staff members, volunteers and practicum students)
5	Court Clearances (issued within the last 30 days): (for all staff members, volunteers and practicum students)

6	Clearance for Child Abuse and Neglect Registry (Clearance from BCCS – Child Care Licensing)
7	Character Reference Forms only primarily for responsible person for program
8	Health Certificates: (for all staff members, volunteers and practicum students)
9	Pediatric First Aid & CPR Certification (verification must be provided that at least one (1) regular staff member is trained and certified in Pediatric CPR and Pediatric First Aid.
10	Policies and Procedures for Center Operations
11	Schedule of Center Activities – Daily Routine of the Center
12	Floor Plan
13	Have met other requirements listed on BCCS- Child Care Licensing Application for Child Care license
14	Vendor Record Form - <i>(Required upon approval of CCDF Provider certification)</i>
15	Vendor Electronic Funds Transfer (EFT) Authorization Form <i>(Required upon approval of CCDF Provider certification)</i>

Please be advised that DPHSS-BCCS is also required to implement comprehensive background clearance requirements as mandated in the Child Care Development Block Grant Act of 2014 (CCDBG), for all child care staff members (including prospective child care staff members of all licensed regulated, licensed-exempt, or registered child care providers) and all child care providers eligible to deliver services are established, which is essential to ensure the health and safety of children in care.

Therefore, pending the full implementation of the CCDBG Act, all Licensed Child Care Providers must be able to demonstrate compliance with Guam Public Law 31-73 which outlines certain facility requirements and all License-Exempt Child Care Providers must comply with the minimum health & safety checklists identified and defined by BCCS Provider Registration as part of the health and safety standards and other requirements **prior** to the receipt of any CCDF funds. The DPHSS, BCCS will validate your clearances accordingly.

Upon the full implementation of the CCDBG Act, all child care providers will be notified and are subject to comply with these standards.

You are also advised that the law(s) gives reasons for revocation of your ability to receive CCDF payment if it is determined the childcare provider (applicant) has given:

- False statements on an application or any records required by the Department of Public Health, Division of Children's Wellness, Bureau of Child Care Services, CCDF Provider Registration.
- If there are credible allegations that the provider has committed fraud, or if criminal charges / charges of fraud have been filed against you, your CCDF eligibility will be revoked.

*[10 GCA: Health & Safety; Chapter 2 – Division of Public Welfare, §2107. Frauds: Penalties]*

Once you have met the requirements and have been approved by DPHSS-BCCS, CCDF Provider Registration, you are required to take a **one-time Provider-Orientation**. A BCCS representative will contact you to schedule an orientation. If you have any questions, please contact our Office at (671) 735-7344.



**Department of Public Health & Social Services  
APPLICATION FOR CCDF CHILD CARE  
PROVIDER**

**I. APPLICATION INFORMATION:**

<b>Name of Applicant:</b>	
<b>Name of Facility:</b>	
<b>Physical Address of Child Care Facility or Home:</b>	
<b>Mailing Address (Postal Box, City/Zip Code)</b>	
<b>Contact Nos. (Business/Cell/Home)</b>	
<b>Email Address:</b>	

**II. ORGANIZATION'S CHILD CARE INFORMATION**

<b>Child Care License # (if applicable):</b>	<b>Business Government of Guam Vendor ID #:</b>
<b>EIN/TIN #:</b>	<b>Business License # (if applicable):</b>
<b>Type of Child Care Provider (select one)</b>	
<input type="checkbox"/> License-Exempt Child Care Center <input type="checkbox"/> License-Exempt Summer Camp Program <input type="checkbox"/> Before / After-School Program	
<b>What is the licensed capacity (as printed on current license) or Legal capacity?</b>	<b>How many are currently enrolled?</b>
<b>Do you have CCDF children enrolled?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, how many?</b> _____	

**Provide the age(s) and number of children per age group below:**

DESCRIPTION	PRE-SCHOOL	SCHOOL-AGE
AGE		
NUMBER OF CHILDREN		

DAYS OF OPERATION	MON.	TUES.	WED.	THURS.	FRI.	SAT	SUN
<b>HOURS</b> FROM:							
Twenty-four (24) Hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOURS</b> FROM:							
<p>By my signature below, I hereby certify all documentation submitted is true and correct to the best of my knowledge. I understand that I will be visited by a representative from DPHSS, BCCS. The visit will be scheduled after all required documentation is received by the BCCS. The verification visit will confirm compliance of the required CCDF Child Care Provider requirements for receipt of CCDF childcare voucher dollars. If the provider eligibility standards are met with satisfaction, I will be certified by the DPHSS, BCCS.</p>							
Signature of Applicant/Title				Date signed (month, day, year)			

**FORM A  
EMPLOYEE/VOLUNTEER INFORMATION**

**Applicant Name:** \_\_\_\_\_  
(Please Print)

**Business Name:** \_\_\_\_\_

**I. Please list the names of all employees and or volunteers working and or responsible for providing child care in the facility. All individuals listed below must meet all Provider Eligibility requirements.**

<b>EMPLOYEE/VOLUNTEERS</b>				
<b>PRINT NAME</b>	<b>POSITION</b>	<b>AGE</b>	<b>DATE OF BIRTH</b>	<b>EMPLOYEE or VOLUNTEER?</b>

**(CONTINUED) EMPLOYEE/VOLUNTEERS**

PRINT NAME	POSITION	AGE	DATE OF BIRTH	EMPLOYEE or VOLUNTEER?

I certify that the individuals above and/or listed on the attachments are employees/volunteers of the child care facility. I will notify the DPHSS-DCW, BCCS-CCDF Provider Registration office immediately and submit all necessary documents for any **new** employee(s) is hired after my approval. I understand that my failure to provide this information will constitute non-compliance with the CCDF Provider Eligibility standards and can result in the disapproval and or revocation of my certification.

SIGNATURE OF APPLICANT AND TITLE: \_\_\_\_\_

Date: \_\_\_\_\_

## Application for CCDF Child Care Provider APPENDIX - 1

### **HEALTH & SAFETY STANDARDS:**

You must complete a pre-service orientation and annual (15 hours) in-depth training of or related to the following health & safety standards:

1. Prevention & control of infectious diseases (including immunization)
2. Prevention of sudden infant death syndrome & the use of safe-sleep practices
3. Administration of medication, consistent with standards for parental consent
4. Prevention of and response to emergencies due to food and allergic reactions
5. Building & physical premises safety, including the identification of and protection, from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic
6. Prevention of shaken baby syndrome, abusive head trauma and child maltreatment
7. Emergency Preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility) within the meaning of those terms under section 602(a)(1) of the Robert T Stafford Disaster Relieve & Emergency Assistance Act. EPRP must include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions
8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
9. Precautions in transporting children (if applicable)
10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification
11. Recognition & reporting of child abuse and neglect
12. Child Development

For additional information regarding the CCDF Child Care Provider requirements, you may contact the Bureau of Child Care Services (BCCS) at (671) 735-7344 or email [childcare@dphss.guam.gov](mailto:childcare@dphss.guam.gov) or visit our website at [guamchildcare.com](http://guamchildcare.com).



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES (DPHSS)  
 DIVISION OF CHILDREN'S WELLNESS  
 BUREAU OF CHILD CARE SERVICES (BCCS)  
 Child Care Assistance Program  
 www.guamchildcare.com  
 671-735-7344 / 7256**



**CONSENT FOR DISCLOSURE OF CLIENT INFORMATION**

As stipulated in Guam Public Law 31-73 and as required by Federal law, 45 C.F.R. § 98.43, all adults (18 years and older) residing in the location where child care services are being provided, those employed by a child care provider for compensation, contracted employees and self-employed child care providers, and those who care for, supervise, or have unsupervised access to children are subject to a comprehensive background check. This consent shall be effective immediately and shall remain in effect for a duration not to exceed ninety days. A separate **CONSENT FOR DISCLOSURE OF CLIENT INFORMATION** form shall be submitted for every adult present where child care services are conducted.

PURPOSE OR NEED FOR DISCLOSURE	
<ul style="list-style-type: none"> <li>National Sex Offender Registry</li> <li>Local Sex Offender Registry</li> <li>Guam Child Abuse and Neglect Registry</li> <li>National FBI Criminal History Check (Fingerprint)</li> </ul>	<ul style="list-style-type: none"> <li>Virtual Computerized Criminal History</li> <li>General (Internet) Google Search</li> <li>Other: _____</li> <li>Other: _____</li> </ul>

INFORMATION REQUIRED TO PROCESS A COMPREHENSIVE BACKGROUND CHECK			
First Name	Middle Name	Last Name	
Other Known Alias	Date of Birth	Race/Ethnicity	Military Service Member? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Current Address on Guam:</b> <input type="checkbox"/> check box if currently residing outside of Guam			
Current Address	Village	State	Zip Code

**Previous Address Within the Last Five Years:**

Previous Address
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**Previous Address Outside of Guam Within the Last Five Years:**

Previous Address
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NAME OF PROGRAM OR ORGANIZATION TO RECEIVE INFORMATION	
Requesting Organization:	Department of Public Health and Social Services, Bureau of Child Care Services
Email Address:	<a href="mailto:childcare@dphss.guam.gov">childcare@dphss.guam.gov</a>
Mailing Address:	130 University Drive Unit 15, Mangilao Guam 96913
Contact Number:	(671) 735-7344; (671) 735-7256
<b>By signing this authorization form, I give my permission and consent to the Bureau of Child Care Services (BCCS) to obtain and review records of criminal history to prove the eligibility requirements are satisfied as required by law.</b>	
Signature of Client/Parent/Guardian:	Date:

\*\*\*\*\*FOR OFFICAL USE ONLY\*\*\*\*\*

Authorized BCCS Personnel	Signature	Date
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**The client may revoke this Consent for Disclosure of Client Information at any time by completing the following:**  
 I HEREBY REVOKE CONSENT FOR DISCLOSURE OF THE INFORMATION TO THE DPHSS-BCCS AS OF: \_\_\_\_\_

Signature of Client/Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_





**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES (DPHSS)**  
**DIVISION OF CHILDREN'S WELLNESS**  
**BUREAU OF CHILD CARE SERVICES (BCCS)**  
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Background check requirements are applicable to licensed, regulated, and registered child care providers, and current & prospective child care staff members. Refusal to submit to the background check requirements will result in ineligibility to be employed as a child care provider and receive CCDF payments. Child care facilities or child placement agents shall not employ or certify any individual who has been found guilty of any disqualifying crime. Applicants may appeal the results of a background check to challenge the accuracy or completeness of the information contained in the report.

## HOW TO APPEAL AGAINST FINDINGS

Request to appeal should be directed to the agency of jurisdiction. Contact the Child Care Licensing section for information regarding the appeals process.

<b>Guam Criminal History Report and/or Office of the Attorney General Clearance</b>	Guam Police Department or Office of Attorney General
<b>Guam Sex Offender Registry</b>	Judiciary of Guam
<b>Guam Child Abuse and Neglect Registry</b>	DPHSS-BOSSA, Child Protective Services
<b>General Internet Search</b>	DPHSS-BCCS
<b>National Criminal History Check (FBI Finger Print Check) and NCIC National Sex Offender Registry Check</b>	FBI at <a href="https://www.edo.cjis.gov">https://www.edo.cjis.gov</a>
Appeals related to <b>Interstate Background Checks</b> and/or Child Abuse and Neglect Registry Checks	Filed subject to the providing state's requirements.
<b>Navy Criminal Investigation Section</b>	Navy-Marine Corps Court of Criminal Appeals

<b>DISQUALIFYING CRIMES</b> [45 CFR 98.43(c)(1)]		
List of disqualifying crimes that may make a person unsuitable to own, conduct, maintain, operate, or be employed by a child care center, group child care home, family child care home, or by any license or license-exempt CCDF certified child care provider.		
<b>Misdemeanors</b>	<b>Felonies</b>	
Child abuse	Murder	Child Abuse or Neglect
Child endangerment	Spousal Abuse	Arson
Sexual assault	Kidnapping	Physical Assault or Battery
Misdemeanor involving child pornography	Crime against children, including pornography	Drug-related offense
	Rape or sexual assault	

*BCCS shall notify the applicant about their eligibility to be CCDF certified*

FAQ	<b>How do I receive a copy of any records found?</b> Any individual subject to a background check may receive a copy of any records found on any of the registries or databases by submitting a written request. If the results of any information found on any registry is incorrect, the individual(s) subject to the background checks shall contact the registry to appeal such errors.
	<b>What if there was a charge that has been dismissed or expunged?</b> Please send the court documents that show the charge information, including the date of the charge and the charge status being dismissed or expunged to our office email: <a href="mailto:childcare@dphss.guam.gov">childcare@dphss.guam.gov</a> , and BCCS shall validate this information.
	<b>What happens if a new charge or conviction occurs after being qualified?</b> All child care providers and household members who have incurred any pending charges, indictments, or convictions must notify BCCS within 10 business days or before returning to work, whichever comes first. An individual will be disqualified to work in providing child care if any of the disqualifying crimes are committed.
	<b>What is required for applicants who lived outside of Guam within the last 5 years?</b> Applicants who have lived out of Guam within the last 5 years is subject to undergo a criminal history report and a child abuse and neglect registry check from the states they have lived in.
	<b>When will the applicant be issued the CCDF Provider Certification?</b> A CCDF Provider Certification will be issued upon validation of documentation and successful completion of the preliminary requirements to include but not limited to: undergo a preliminary facility inspection, criminal history background check, and pre-service orientation of health and safety standards.



# GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

DIVISION OF ACCOUNTS

mail : ATTN: Division of Accounts, P.O. Box 884, Hagatna, GU 96932 \* fax : 671-472-8483



## VENDOR RECORD / EFT ESTABLISHMENT REQUEST

To: Accounts Payable Section

From: \_\_\_\_\_

Subject: Request for establishment of vendor number or change of vendor record.

This is a request for the establishment of vendor number or the change of vendor record for the following:

NEW VENDOR

CHANGE OF VENDOR RECORD

Name \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

City State Zip Code \_\_\_\_\_

### OTHER REQUIRED INFORMATION

Taxpayer ID No./Soc Sec No: \_\_\_\_\_

Type of Product / Svc: \_\_\_\_\_

Contact Number (primary): \_\_\_\_\_

Contact No.(other): \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Check all Applicable:  Petty Cash Custodian

Business License  Proper identification

TRAVEL  EMPLOYEE

Form W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

### Electronic Funds Transfer (EFT) Information<sup>1</sup>

Type of Account:  Checking: Attach Voided Check or Personalized Deposit Slip

Savings: Attach Copy of Current Bank Statement

Bank Name and Address \_\_\_\_\_

Account Number Routing Number \_\_\_\_\_

<sup>1</sup> The undersigned confirms its account number and title named above and hereby acknowledged that the undersigned has no enforceable right in, or to Department of Administration. The undersigned also has read and understood 4 GCA §8169 which state:

*Any person who knowingly makes any false statement or falsifies or permits to be falsified, any record or records of this system, in any attempt to defraud the system, is guilty of a misdemeanor and shall be punishable therefore under the laws of the government of Guam, and the system shall have the right to recover any payments made under false representations.*

Existing Vendor Number

\_\_\_\_\_

**NOTE: Please attach all required supporting documentation. Incomplete requests will not be processed and may create unnecessary delays in the vendor establishment process.**

VENDOR APPLICANT'S SIGNATURE

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### DEPARTMENT OF ADMINISTRATION

Vendor Number

\_\_\_\_\_

Established by:

Signature

Date