

**Type III Early Learning Center Certification Checklist**

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Provider's Name

TIPS Provider Number

**Part 1:**

Your CCAP application must be entered into the CAFÉ online system located at [www.louisianabelieves.com](http://www.louisianabelieves.com). The online application includes entries for your provider agreement, provider rate agreement, W-9 tax information, and direct deposit information. Additional required documents and checklist can be found by clicking on *Early Childhood, Publicly-Funded Providers, CCAP Providers*, and then select *Type III Early Learning Site – Application Packet*.

**Part 2:**

The following required information must be submitted within the 30 day application processing period. Items may be uploaded via CAFÉ (preferred method), [ProviderCertification@la.gov](mailto:ProviderCertification@la.gov), faxed to us at 225.342.4180, or mailed to the following address: CCAP Provider Certification, P. O. Box 2510, Baton Rouge, LA 70821:

- Provider Agreement
- Early Childhood Community Network Program Profile and Assurances
- Verification of identity (must be government issued pictured ID such as driver's license)
- Social Security Cards (copy) for all owners and directors
- IRS SS-4 Form (IRS generated copy)
- Verification of checking or savings account
- Verification of rates charged (notice to parents such as newsletter, bulletin, memo, etc.)
- Pre-Service Orientation Training
- Provider Rate Agreement
- Louisiana CCAP Time and Attendance Equipment Agreement (Agreement must be completed in full, signed and dated, all pages must be returned)