

LDOE CCAP Vendor Registration Packet (Type 1 and 2 and Non-CCAP Family Child Care)

LACAP Grant Instructions

Name of Early Learning Center/Provider	
Parish Where Center Is Located	
Street Address	
City, State, ZIP	
License Number	
Provider Number	

I certify the following are true:

1. This center has registered as a vendor for the State of Louisiana through the Louisiana Division of Administration.
2. This agreement is being attached to the grant application or sent to the Louisiana Department of Education (LDOE) no later than March 22, 2021 by
 - Email at LDECCAP@la.gov, or
 - Faxed to 225-376-6060
 - Mail postmarked no later than March 22, 2021 to
Louisiana Department of Education
Child Care Assistance Program Attn: Provider Certification
P. O. Box 260037
Baton Rouge, La. 70826
3. I understand that if this document is not dated-stamped for delivery on or before March 22, 2021, I forfeit the ability to receive grants from LDOE.
4. I understand that this grant may be terminated at any time without notice by the Department.
5. I understand that any overpayment will be recouped and I, the provider, will be responsible for repayment.

Signature of Center's Director or Owner

Email Address

Printed Name of Center's Director or Owner

Telephone Number

FOR LDOE USE ONLY

Date received:	
Grant Application verified by:	
Grant Total:	
Notes:	

LDOE Approval:

Date:

Steps to become eligible to receive grants with LDOE LaCAP Grant Program and to be eligible for CCAP Grant 5

Step 1. Register as a vendor for the State of Louisiana through the [Louisiana Division of Administration](#).

Step 2. Complete and sign the Acceptance Form.

Step 3. Submit this form.

- There are 3 ways to submit this form:
 - a. Attach this agreement form to the [grant application](#),
 - b. Email the completed form to LDECCAP@la.gov
 - c. Fax to 225-376-6060 no later than March 22, 2021.

Step 4. Complete the [LaCAP Grant Application](#).

You must be operational as documented with the Division of Licensing by March 1, 2021.

Step 5. To apply for the grant:

- a. All Type I and II centers and registered family homes not accepting CCAP are eligible to apply.
- b. The Division of Licensing must be notified that the center is open by March 11, 2021, prior to funds being distributed.
- c. You can verify your open status by looking for your site [here](#). If you are open and do not see your center or home listed [here](#), contact LDOE Division of Licensing at ldelicensing@la.gov for notification.
- d. If you apply to become a CCAP center or home, you may be eligible for additional CCAP incentives. Contact LDOE Division of Licensing at ldelicensing@la.gov for assistance.

NOTE: Each step MUST be completed to receive this grant and any future grant. If you are having difficulty completing this form, please contact the Provider Help Desk at 225-250-7635 or 225-252-9543.