



Child Care Assistance & Camp Fire Scholarship FAQ's

Q: How do I complete an application for Child Care Assistance?

A: Applying for Child Care Assistance requires completion of a 15-page application and an in-person or phone interview. Child Care Assistance applications can be downloaded and printed here: [application](#)

Camp Fire Alaska can also provide a paper copy of the application. Stop by or call our office:

161 Klevin Street, Suite 100, Anchorage, Alaska 99508
907-279-3551

Camp Fire staff are available to assist with completing Child Care Assistance applications upon request. Please contact our Family Services Manager, Crystal Stricklin, at 907-279-3551 or cstricklin@campfireak.org.

Additional help and resources can be found by dialing 211 or by contacting Alaska's statewide Child Care Resource and Referral Network, thread:

thread

Hours: 9:00 AM–5:00 PM, Monday through Friday

Address: 111 W. 16th Avenue Suite 205, Anchorage, AK 99501

Website: www.threadalaska.org

Phone: 800-278-3723

Q: What documents or information will I need to submit with my Child Care Assistance application?

A: Parents are required to submit the following:

- An unexpired government issued photo identification for each parent listed on the application.
- Verification of age for each child needing Child Care Assistance. The verification must show the child's legal name and date of birth.
- Verification of citizenship for each child needing Child Care Assistance. If not a U.S. citizen, proof of alien status must be provided.
- Gross earned income for ALL jobs for each parent and/or spouse on the application and verification of all gross income received for each parent and/or

spouse on the application.

- Unearned income for ALL members of your family: Verification of unearned income for all members of the family.
- If one or both parents are self-employed, then for each parent engaged in self-employment activity, the following must be provided:
- Their current State of Alaska business license and one of the following:
 - A copy of their most recently completed Federal tax return with schedule C and schedule K.
 - [Self-Employment Income/Deduction Worksheets](#) for 3 full months prior to their application along with copies of all receipts for expenses (deductions) for the 3 months reported.
- Provide verification of education/training for each parent attending an education or training program.
- Possible Deductions to Income: Provide verification of ongoing payments of child support, medical or dental expenses that is being paid by either parent if applicable.
- Verification of child custody: if the other parent is not part of your family, verification of custody is needed to include the days and times each parent will have custody. (Verification can be a signed letter from the other parent stating the hours the child is in their care.)
- Signatures: Both parents on the application are required to sign the Statement of Truth, Rights and Responsibilities and Authorization for Release of Information with their handwritten signature – no form of electronic signature will be considered valid.

Q: What additional forms may I need to submit with Child Care Assistance application, and where can I find them?

A: These are the forms you may need to submit with your application:

- [CC08 - Child Care Assistance Application](#)
- [CC24 - Health Status Report](#)
- [CC36 - Employment Statement Form](#)
- [CC37 - Family Report of Change](#)
- [CC38-Monthly Tip Ledger](#)

- [CC39 - Self-Employment Income/Deduction Worksheet](#)

You can find all the relevant links and additional information on Alaska Family Services' website or the State of Alaska Child Care Program Office's website.

Q: What are the guidelines for receiving Child Care Assistance?

A: Gross income, family size, and employment status are used to determine eligibility for Child Care Assistance.

To qualify for assistance, both parents in the household must be either employed, actively seeking employment, or in school – or is taking part of one of the eligible activities defined in [7 AAC 41.310 of the Alaska State Legislature](#) – and they must meet the income eligibility requirements. You can use the [Family Income and Contribution Schedule](#) to check if you're family income qualifies.

Even if you do not meet income requirements, you must still complete a Child Care Assistance application to be considered for a Camp Fire scholarship.

Q: What if my family does not meet the income eligibility guidelines for Child Care Assistance? Do I still need to complete a Child Care Assistance application?

A: Yes. Although you may not meet income eligibility requirements, you may still be eligible due to other factors. Your eligibility will be determined by your Child Care Assistance Case Manager in accordance to the [Alaska State Legislature](#).

Q: How do I submit my Child Care Assistance application?

A: Completed applications are submitted to the local Child Care Assistance Program office, Alaska Family Services, Inc., in person, through email, or postal mail.

Office hours below:

Alaska Family Services, Inc.

2525 Gambell St. Suite 220,
Anchorage, AK 99503

<https://akafs.org/>

Phone: (907) 644-5000

Fax: (907) 644-5020

Email: ccaanc@akafs.org

Office hours: Monday-Friday, 8:00am-5:00pm

On-site interviews conducted: Monday–Thursday, 8:00 AM – 5:00 PM

Regular closures: Every 3rd Thursday 1:00pm-5:00pm, and full-day closures on all State and Federal holidays and holiday observances.

Please note:

- If you submit in-person, it may take anywhere from 30 minutes to several hours, depending on availability of staff to receive your application.
- If you wish to interview same-day, and this is your first time applying for Child Care Assistance, a profile will have to be created before your interview. This can take an additional 20 to 30 minutes.
- In-person interviews are conducted Monday through Thursday, during regular office hours, are not offered on Fridays, and they can take anywhere from 30 minutes to an hour.
- If application is being submitted via fax or email, wait 15 minutes, and then call to ensure your application was received. At this time, you may request a submission confirmation sent to your email. A notification will also be mailed to the address you provided.

Q: Does Child Care Assistance cover all expenses?

A: No, families are still expected to contribute the full co-pay – amount is based on income and determined using the [Family Income and Contribution Schedule](#) – as well as any child care costs exceeding the amount provided by Child Care Assistance.

Q: What if my family does not meet the income eligibility guidelines for Child Care Assistance? Do I still need to complete a Child Care Assistance application?

A: Yes. Although you may not meet income eligibility requirements, you may still be eligible due to other factors. Your eligibility will be determined by your child care assistance case manager in accordance to the [Alaska State Legislature](#).

Q: What if I am denied Child Care Assistance because I did not meet eligibility requirements?

A: Camp Fire Alaska will review your scholarship application. Be sure to include all relevant information in your Camp Fire Alaska application so your circumstances can be taken into consideration during our review process.

Q: What if I am not able to interview in-person?

A: Phone interviews are available. On your application, you are given the choice of either a phone or in-person interview. Your case manager will follow up with a phone call to schedule your interview. During this time, you may also request your interview be over-the-phone.

Please note: if your case manager cannot reach you with the phone number you provided, they will automatically schedule a phone interview. These interviews are typically scheduled 5 days in advance, depending on case worker availability.

Q: What if my Child Care Assistance application is not approved because I missed my interview?

A: If your Child Care Assistance application is denied due to a missed interview, then your Camp Fire Alaska scholarship application will also be denied.

Q: Can I reschedule my Child Care Assistance interview?

A: Yes, you can contact their office via phone or email. If there are no case workers available to take your call, they will follow-up with you to reschedule your interview.

Q: What happens if I miss my Child Care Assistance interview?

A: A: If your interview is missed, you must contact the Child Care Program Office to reschedule within 30 days of submitting your application.

Q: What if I disagree with the denial of my Child Care Assistance?

A: If you disagree with the decision regarding your claim, you must file a CC46 Request for Hearing form. It can be downloaded [here](#). The completed request form must be submitted to the Child Care Program Office, in person, or via fax or email. Their contact information is below:

Child Care Program Office
601 C Street, Suite 140
P.O. Box 241809s
Anchorage, AK 99524-1809

Fax: 907-269-1064
Toll Free: 1-888-224-4536

Monday – Friday, 8:00 AM to 5:00 PM. They are closed all major State and Federal holidays and holiday observances. Visit their [contact page](#) for more information.

Alternatively, it can be submitted to Alaska Family Services, who will forward it to the Child Care Program Office.

Q: When do my Child Care Assistance benefits start after I am approved?

A: Benefits begin the date the application was submitted, granted that all required documents were also submitted, and the application was approved.

Q: Can I make an appointment to submit my Child Care Assistance application in-person?

A: No. In-person applications are submitted on a first-come first-served basis.

Q: Can I do a same-day interview for my Child Care Assistance application?

A: Yes. Same-day interviews are available Monday–Thursday, 8:00 AM to 5:00PM, depending on availability of case workers. To be eligible for an in-person interview, you must bring a completed application and all required documents and materials.

Please note:

- If a same-day interview is conducted the final decision will come via postal mail in 30 days or less.
- There are no interviews on Fridays.

Q: What happens if my Camp Fire Alaska scholarship application was approved, but there are no available funds?

A: If this situation occurs, you will be put on a waitlist. As funds become available, scholarship tuitions will be granted.

Q: Why is this change taking place?

A: COVID-19 stimulus funding allowed us to increase our scholarship budget significantly over the past two years. Because COVID-19 stimulus funding is ending in 2024, the scholarship budget is reduced. Child Care Assistance will be used to offset tuition fees in place of the former COVID-19 stimulus funding. This will ensure scholarship funds are available year-round, allowing greater community impact.

Q: How will I receive confirmation that my Child Care Assistance application has been submitted?

A: If submitted in person, ask for a date-stamped copy of your application. If submitted via email, confirmation will be sent in email. If application is faxed, wait 15 minutes, and then call for confirmation.

Q: How will I share proof with Camp Fire that my Child Care Assistance application has been submitted?

A: By email to campfire@campfireak.org.

Accepted forms of proof: you may scan your date-stamped application, take a screenshot of an email confirmation, or a copy of a mailed confirmation letter. Supported file types are .jpg and .pdf. If you emailed your application, the Child Care Office will send you an email confirmation. If you submitted application in-person, the Child Care Office will provide you with a date stamped copy of your application. If you faxed your application, the Child Care Assistance office will provide confirmation 15 minutes after the application was received via fax.

Q: What's the next step for the Child Care Program Office after receiving application confirmation?

A: After the completed application has been submitted, a caseworker will provide submission confirmation and conduct an interview to determine eligibility. Interviews typically last anywhere between 30 minutes to an hour.

If your application was submitted via fax or email, an appointed caseworker will reach out to schedule an interview within 24-48 hours. If you cannot be reached, then an interview date will automatically be scheduled, and a notice will be sent via postal mail. Typically, interviews are scheduled five days in advance, depending on caseworker availability.

After this interview, you will be approved or denied, with the final decision being mailed to you. If more documentation is required, then your case will enter a pended status and your letter will detail your deadline for turning in the required documentation.

Q: When will I know if I was approved by Child Care Assistance?

A: A determination will be sent by postal mail within 30 days or less following the interview once the application has been processed with all supporting documents.

Q: What if I cannot meet my copay?

A: All families must contribute something to the cost of care. Depending on availability of funds and nature of the financial need, Camp Fire Alaska may be able to assist families with short-term scholarship funds for extenuating circumstances as funds are available.

Q: Will I have to re-apply for Child Care Assistance?

A: Yes, Child Care Assistance must be re-applied for every year. You will receive 60-day and 30-day notices via postal mail.

A: Are language interpretation services available?

A: Yes. To request language interpretation services, you must call the main Child Care Program Office toll-free at 907-269-4500 or 888-268-4632. You may also request accommodation directly from Alaska Family Services.

Q: If denied, will the denial letter state why my Child Care Assistance application was denied?

A: Yes. The denial letter will list all the reasons the application was denied. It may state that your case has been pended, meaning that to be approved you are required to submit additional documentation. The document will also include the deadline in which these items must be turned in, or your application will be denied and your case closed. If you have questions about your deadline or what documents you need to provide, contact Alaska Family Services immediately and they can send an email with those details.

Q: If I receive funding from Child Care Assistance, does that mean Camp Fire won't see my need as urgent?

A: No, Camp Fire recognizes the urgency of all scholarship applications and will assess them based on funds available, as well as the volume of existing and expected scholarship applications for the remainder of the year.

Q: My application for Child Care Assistance was denied, and I have submitted a request for appeal. Should I reapply while I wait for my decision?

A: Yes. You are recommended to re-apply immediately in case the hearing is not in your favor. If you continue to receive benefits while waiting for your decision and the decision is not in your favor, you will be required to repay benefits that were received while waiting to hear your decisions.

If you have questions regarding your denial, you should contact Alaska Family Services immediately and they will tell you which steps you to take.