

APPLICATION COMPLETENESS REVIEW CHECKLIST

Applicant's Name _____

A: Applicant	B: Backup Providers	H: All Household Members
HA: Household Members-Adults Only	HC: Household Members-Children Younger than 13 Years Old	

✓	REQUIREMENTS FOR PRE-APPLICANT	PERSON	DES CS ✓
	Landlord Permission to Operate Child Care Business (CCA-1175A) if applicable	A	
	Animal License and Rabies	A	
	APPLICATION PART I		
	Complete Certified Family Child Care Provider Application	A	
	APPLICATION PART II		
	Notarized Certification Statement for Providing DES Child Care Services (CC-201)	A, HA	
	Arizona Substitute W-9 (GAO – W-9)	A	
	Certification Eligibility Verification form (CCA-1114A) Top section only with ID's available	A	
	Household Members Registration and Employment History (CC-201A)	HA	
	INTERVIEW AND HOME CONSULT WALK THROUGH		
	Conduct walk through of home using PA checklist	CS	
	Conduct a face to face interview and complete Initial Certification Interview Questionnaire CC-206 and Discipline Policy	CS, A	
	Interview the back-up, household members and children, as needed.	CS, BU	
	HOMEWORK REQUIREMENTS FOR PA		
	Specialist reviews PA Guidebook	CA, A	
	Back Up Provider Application (CCA-1260A)	A	
	Family Child Care Provider Statement of Services (CC-221)	A	
	Child Care Rate Agreement (CC-214)	A	
	Daily Schedule reflecting appropriate activities and hours of operation	A	
	Emergency Preparedness Plan (CCA-1197A) with completed Evacuation Plan and Fire Drills	A	
	Copy of AZ Workforce Registry card	A	
	Proof of Immunizations and/or Exemption Statements, if applicable (CCA-1163A)	A	
	Immunization Records for Household member under 13 years of age	A	
	Notice of Monitoring Rights-Disclosure Verification (CCA-1207A) – In Home Providers	A	
✓	BACK-UP APPLICATION REQUIREMENTS	PERSON	DES CS ✓
	Back Up Provider Application (CCA-1260A)	B, A	
	Notarized Certification Statement for Providing DES Child Care Services (CC-201)	B	
	Proof of Immunizations and/or Exemption Statement if applicable (CCA-1163A)	B	
	Submit Homework packet and Back-up Application packet to DES	A	