

## Child Care Program Office At A Glance

<p>Send PVN requests, provider address change requests and general questions to:</p> <p>Policy questions for PASS I, PASS II, and PASS III Child Care Assistance send to:</p> <p>PASS I Child Care Assistance Request from Work Service Providers and PASS I, PASS II, and PASS III Billing Reports email.</p> <p>Send ICCIS questions and issues to the help desk at, Include ICCIS in subject line:</p> <p>Send the Quarterly Cumulative Fiscal Reports (CFR) and Narrative Reports to your CCPO contact as well as Stephen Bower, Grants Administrator. Stephen's e-mail:</p> <p>Mat-Su Licensing Office (Tuesdays &amp; Wednesdays)</p> <p>Frontier Building conference rooms</p>	<p><a href="mailto:CCPO@Alaska.gov">CCPO@Alaska.gov</a></p> <p><a href="mailto:dpaccp@Alaska.gov">dpaccp@Alaska.gov</a></p> <p><a href="mailto:CR_Childcare@Alaska.gov">CR_Childcare@Alaska.gov</a></p> <p><a href="mailto:EISHelp@Alaska.gov">EISHelp@Alaska.gov</a></p> <p><a href="mailto:Stephen.Bower@Alaska.gov">Stephen.Bower@Alaska.gov</a></p> <p>907-352-4190</p> <p>Jennifer Rhoden 269-7800</p>
<ul style="list-style-type: none"> <li>• CCPO Program Administration and Information</li> <li>• Child Care and Development Fund (CCDF)</li> <li>• Press/Legislative Contacts</li> <li>• DPA Chiefs &amp; Leadership Team</li> <li>• Children's Policy Team</li> <li>• Alaska Early Childhood Coordinating Council (AECCC)</li> <li>• AECCC Early Care and Learning Committee</li> <li>• AECCC Policy Committee</li> <li>• AECCC Workforce Development Committee</li> <li>• System for Early Education Development (SEED) Professional Develop Committee</li> <li>• Early Learning Guidelines</li> <li>• Quality Rating &amp; Improvement System (QRIS)</li> <li>• <i>Supervisor- Cheryl Windham, Janice Braden, Mandi Manning, Robin Peterson, Staci Collier</i></li> </ul>	<p>Marcey Bish Program Manager and CCDF State Administrator <a href="mailto:marcey.bish@Alaska.gov">marcey.bish@Alaska.gov</a> 269-4784</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>• Special Projects</li> <li>• Strengthening Families Leadership Team</li> <li>• Quality Rating &amp; Improvement System (QRIS)</li> <li>• CCPO Point of Contact-Emergency Disaster Preparedness</li> <li>• CCPO Point of Contact- Continuity of Operations Plan</li> <li>• Child Care and Development Fund (CCDF)</li> <li>• On-Line Policy &amp; Procedure Manuals (Robo Help)</li> <li>• ICCIS Data Integrity Group (IDIG)</li> </ul>	<p>Mandi Manning, Project Assistant  <a href="mailto:amanda.manning@Alaska.gov">amanda.manning@Alaska.gov</a>            269-4516</p>
<ul style="list-style-type: none"> <li>• Child Care Licensing Program Administration and Information</li> <li>• Regulations &amp; Statutes (Child Care Licensing)</li> <li>• Municipality of Anchorage Licensing Grant</li> <li>• Child Care Licensing Policy &amp; Procedure Development</li> <li>• Children's Policy Team- Licensing Subcommittee</li> <li>• Children's Policy Team- Licensing Transition Team</li> <li>• System for Early Education Development (SEED) Professional Develop Committee</li> <li>• SEED Registry Committee</li> <li>• Quality Rating &amp; Improvement System (QRIS)</li> <li>• Pre-elementary School Health &amp; Safety Inspections</li> <li>• CCPO Complaint Committee Facilitator</li> <li>• CCPO Variance Committee Member</li> <li>• <i>Supervisor - Lewis Watson, Claudia Essley, Judie Klemmetson</i></li> </ul>	<p>Staci Collier, CCLS III  <a href="mailto:staci.collier@Alaska.gov">staci.collier@Alaska.gov</a>            269-4518</p>
<ul style="list-style-type: none"> <li>• Child Care Assistance Program (CCAP) Administration, Evaluation and Information</li> <li>• Regulations &amp; Statutes- Child Care Assistance</li> <li>• CCAP Policy Development</li> <li>• Alaska IN! Inclusive Child Care- Policy, Administration and Information</li> <li>• CCAP Administrative Reviews</li> <li>• Municipality of Anchorage CCAP Grant</li> <li>• Regulations &amp; Statutes- Child Care Grant</li> <li>• Child Care Grant (CCG)-Policy, Administration and Information</li> <li>• Child Care Resource &amp; Referral -Administration Evaluation and Information</li> <li>• The Children's Place Grant Administration</li> <li>• DPA Performance Evaluation Team Committee</li> <li>• DHSS Grantee Partnership</li> <li>• CCPO Variance Committee Member</li> </ul>	<p>Janice Braden, Program Coordinator II  <a href="mailto:janice.braden@Alaska.gov">janice.braden@Alaska.gov</a>            269-4508</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>• <i>Supervisor - Ambra Mavis-Bracone, Billy Macon, Cindy Adams, Kathy Culling, Susan Lash, Zerlyna (Yna) Lacanlale</i></li> </ul>	<p>Janice Braden-continuation</p>
<ul style="list-style-type: none"> <li>• Monitor and Provide Technical Assistance for Child Care Resource &amp; Referral Grantees</li> <li>• Alaska IN! Inclusive Child Care -main point of contact</li> <li>• Monitor and Provide Technical Assistance for The Children's Place Grant</li> <li>• Child Care Grant verification and Good Cause Waiver</li> <li>• Assists with CCAP Policy Development</li> <li>• PASS I, II &amp; III Policy Contact</li> <li>• Pyramid Model Leadership Team (TACSEI)</li> </ul>	<p>Cindy Adams, Public Assistance Analyst (PAA I) <a href="mailto:cindy.adams@Alaska.gov">cindy.adams@Alaska.gov</a> 269-4673</p>
<ul style="list-style-type: none"> <li>• Monitor and Provide Technical Assistance for Child Care Assistance Grantees Statewide</li> <li>• Monitors the Child Care Policy Mailbox</li> <li>• PASS I, II &amp; III Policy Contact</li> <li>• Assists with CCAP Policy Development</li> <li>• Evaluates Incorrect Payment (IP) claims (M-Z by family or provider last name)</li> <li>• Conducts Administrative Reviews (M-Z by family or provider last name)</li> <li>• ICCIS User Assistance</li> </ul>	<p>Ambra Mavis-Bracone Public Assistance Analyst (PAA I) <a href="mailto:ambra.mavis-bracone@alaska.gov">ambra.mavis-bracone@alaska.gov</a> 269-3417</p>
<ul style="list-style-type: none"> <li>• Monitor and Provide Technical Assistance for Child Care Assistance Grantees Statewide</li> <li>• Monitors the Child Care Policy Mailbox</li> <li>• PASS I, II &amp; III Policy Contact</li> <li>• Assists with CCAP Policy Development</li> <li>• Evaluates Incorrect Payment claims (A-L by family or provider last name)</li> <li>• Conducts Administrative Reviews (A-L by family or provider last name)</li> <li>• ICCIS User Assistance</li> </ul>	<p>Susan Lash Public Assistance Analyst (PAA I) <a href="mailto:susan.lash@alaska.gov">susan.lash@alaska.gov</a> 269-4509</p>
<ul style="list-style-type: none"> <li>• CCPO Background Check Program contact for Local Administrator's (LA's)- Approved and In-home Providers</li> <li>• Liaison for LA's regarding Approved Provider background clearance - Personal Identification Number (PIN) Issuance</li> <li>• Liaison for Work Service Providers regarding PASS I authorizations</li> <li>• PASS I closures</li> <li>• PASS I authorization research</li> <li>• Assists with CCAP Policy Development</li> </ul>	<p>Kathy Culling Eligibility Technician II <a href="mailto:kathy.culling@Alaska.gov">kathy.culling@Alaska.gov</a> 269-4669</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>• Distance Delivery of PASS II/III CCAP Approved Providers &amp; Families: Seward, Nome, Kotzebue, Barrow, NW Arctic Slope</li> </ul>	<p>Kathy Culling- continuation</p>
<ul style="list-style-type: none"> <li>• Anchorage Approved Provider Program M-Z</li> <li>• PASS I- In-Home Providers M-Z statewide</li> <li>• PASS I-Child Care authorizations statewide</li> <li>• Emergency Preparedness- Suite Monitor</li> </ul>	<p>Billy Macon Eligibility Technician I <a href="mailto:Billy.macon@alaska.gov">Billy.macon@alaska.gov</a> 269-6430</p>
<ul style="list-style-type: none"> <li>• Anchorage Approved Provider Program A-L</li> <li>• PASS I- In-Home Providers A-L statewide</li> <li>• PASS I-Child Care authorizations statewide</li> </ul>	<p>Zerlyna (Yna) Lacanlale Eligibility Technician I <a href="mailto:zerlyna.lacanlale@alaska.gov">zerlyna.lacanlale@alaska.gov</a> 269-5661</p>
<ul style="list-style-type: none"> <li>• Monitor CCPO Grantees</li> <li>• Coordinate monitor activities</li> <li>• Assists with CCAP Policy development</li> </ul>	<p>Kimberly Glover, Project Assistant Contracted Services - Quality Assurance <a href="mailto:kimberly.glover@alaska.gov">kimberly.glover@alaska.gov</a> 269-2018 Supervisor: Tracie Dablemont, 269-7873</p>
<ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Human Resource Contact</li> <li>• Primary Contact for Payroll Issues</li> <li>• Travel <b>backup</b></li> <li>• Position Description updates and reclassifications</li> <li>• Purchase Orders</li> <li>• Licensing Fines</li> <li>• Accounts Payable for CCPO</li> <li>• Background Check Program (BCP), Personal Identification Number (PIN) Issuance</li> </ul> <p><i>Supervisor - Angela Engstrom, Angie Parker, Erin Dreyer</i></p>	<p>Robin Peterson Administrative Assistant II <a href="mailto:robin.peterson@Alaska.gov">robin.peterson@Alaska.gov</a> 269-4671</p>
<ul style="list-style-type: none"> <li>• Child Care Grant Applications and Billings</li> <li>• Monitor CCPO Mailbox</li> <li>• Primary Child Care Assistance Travel</li> <li>• Background Check Program (BCP) Personal Identification Number (PIN) Issuance</li> <li>• Payroll-Time Keeper</li> <li>• Back-up for Receptionist</li> <li>• Administrative Support</li> </ul>	<p>Angela Engstrom Office Assistant II <a href="mailto:angela.engstrom@Alaska.gov">angela.engstrom@Alaska.gov</a> 269-4600</p>

## Child Care Program Office At A Glance

<p>CCPO Anchorage Receptionist</p> <ul style="list-style-type: none"> <li>• Incoming and Outgoing Mail</li> <li>• Office Supplies</li> <li>• Update and distribute phone lists</li> <li>• Administrative Support</li> </ul> <p>Background Check Program (BCP) Personal Identification Number (PIN) Issuance</p>	<p>Angelia Parker Office Assistant II <a href="mailto:angelia.parker@Alaska.gov">angelia.parker@Alaska.gov</a> 269-4670 269-4500 (Main Number) 1-888-268-4536 (Toll Free Number)</p>
<ul style="list-style-type: none"> <li>• CCPO South Central Region Licensing Clerk</li> <li>• Back-up for Receptionist</li> <li>• Administrative Support</li> <li>• Background Check Program (BCP)</li> <li>• Personal Identification Number (PIN) Issuance &amp; Letters for Licensing, MOA In-home, statewide Approved Providers</li> <li>• Assists Eligibility Technician I's with mail outs</li> <li>• Primary Child Care (SC) Licensing Travel</li> </ul>	<p>Erin Dreyer Office Assistant I <a href="mailto:erin.dreyer@Alaska.gov">erin.dreyer@Alaska.gov</a> 269-4511</p>
<ul style="list-style-type: none"> <li>• CCPO Accounting Team is responsible for processing the following for Local Administrators (LAs):             <ul style="list-style-type: none"> <li>○ AKSAS Research</li> <li>○ EDI Rejections</li> <li>○ Fiscal Research for 1099</li> <li>○ ICCIS AKSAS Error Issues</li> <li>○ Income Verification for Providers</li> <li>○ Records Request</li> <li>○ Returned Checks</li> <li>○ Stop Payments</li> </ul> </li> </ul>	<p>LAs can email their issue via You Send It.com to <a href="mailto:CCPO@alaska.gov">CCPO@alaska.gov</a> or contact a member of the accounting team outlined below.</p>
<ul style="list-style-type: none"> <li>• CCPO Accounting Administration and Oversight</li> <li>• CCPO Point of Contact for Regulation &amp; Statute updates/revisions</li> <li>• ICCIS Program &amp; Policy lead</li> <li>• ICCIS Data Integrity Group (IDIG), Facilitator</li> <li>• ICCIS Work Requests Development and Tracking</li> <li>• CCPO Variance Committee Facilitator</li> <li>• Hearing Representative for CCPO</li> <li>• Electronic Data Interchange (EDI) Rejections</li> <li>• Reimbursement &amp; Income Verification Research for State and non-state agencies</li> <li>• Supplemental Payments - Accounts Payable/Receivable</li> <li>• Financial Transaction Reports Inconsistencies Research - Statewide</li> </ul>	<p>Cheryl Windham, Program Coordinator I <a href="mailto:cheryl.windham@Alaska.gov">cheryl.windham@Alaska.gov</a> 269-4681</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>• Department of Administration -Finance/CCPO Liaison             <ul style="list-style-type: none"> <li>○ 1099</li> <li>○ IRS Levies</li> <li>○ Electronic Data Interchange Rejections</li> </ul> </li>   <li>• Financial Management Services-Accounting/CCPO Liaison             <ul style="list-style-type: none"> <li>○ Certification of payments, Child Care Grant, PVN</li> <li>○ AKSAS Errors</li> </ul> <p><i>Supervisor - Evelyn Falzerano, Jodi Clark, Robert Jackson</i></p> </li> </ul>	<p>Cheryl Windham-continuation</p>
<ul style="list-style-type: none"> <li>• PVN Requests Contact for CCPO</li> <li>• Research Contact for PASS I/II/III Invoice Inquiries - Statewide</li> <li>• Child Care Grant Billings Payments &amp; Research - Statewide</li> <li>• CSN Research from Department of Labor</li> <li>• 1099 &amp; Record Request</li> <li>• Back-Up: Printing and Matching Financial Transaction Reports (FTR)</li> </ul>	<p>Evelyn Falzerano Accounting Clerk <a href="mailto:evelyn.falzerano@Alaska.gov">evelyn.falzerano@Alaska.gov</a> 269-4841</p>
<ul style="list-style-type: none"> <li>• Billing Report Processing for CCAP             <ul style="list-style-type: none"> <li>○ PASS I Statewide</li> <li>○ PASS II/III - MOA, Seward, Thrialaska Facilities, Nome, NW Arctic, North Slope</li> </ul> </li> <li>• Printing and Matching Financial Transaction Reports (FTR) - Statewide</li> <li>• Back-Up: Child Care Grant Billings &amp; Research</li> <li>• Back-Up: PVN Requests Contact for CCPO</li> <li>• Back-Up: CCPO AKSAS-ICCIS Interface Payment Authorization-Certification</li> </ul>	<p>Jodi Clark Accounting Technician I <a href="mailto:jodi.clark@alaska.gov">jodi.clark@alaska.gov</a> 269-2014</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>• Billing Report Processing for CCAP:             <ul style="list-style-type: none"> <li>○ PASS I Statewide</li> <li>○ PASS II/III:MOA , Seward,Thrivalaska Facilities, Nome, NW Arctic North Slope</li> </ul> </li> <li>• CCPO AKSAS-ICCIS Interface Payment Authorization Certification</li> <li>• CCPO Accounting Liaison with DPA Admin Team regarding ICCIS AKSAS Error Rejections</li> <li>• Back-Up: Printing and Matching FTR - Statewide</li> <li>• Back-Up: Supplemental FTR Matching - Statewide</li> <li>• Back-UP: Child Care Grant Billings &amp; Research</li> <li>• Back-Up: PVN Requests Contact for CCPO</li> </ul>	<p>Robert Jackson Accounting Technician I <a href="mailto:robert.jackson@Alaska.gov">robert.jackson@Alaska.gov</a> 269-4512</p>
<ul style="list-style-type: none"> <li>• CCPO Licensing Team is responsible for reducing predictable risk of harm to young children and promoting quality care in Child Care Facilities (Homes, Group Homes and Centers) through:             <ul style="list-style-type: none"> <li>○ Technical Assistance</li> <li>○ Application Processing</li> <li>○ Announced Inspections</li> <li>○ Unannounced Inspections</li> <li>○ Monitoring Facility Files</li> <li>○ Complaint Intakes</li> <li>○ Investigations</li> <li>○ Variance Application Processing</li> <li>○ Community Collaborations</li> </ul> </li> <li>• CCPO Licensing Team also conducts Health and Safety Inspections of Pre-Elementary Schools Statewide.</li> </ul>	<p>Inquires about becoming Licensed or about a Licensed Child Care Facility can be emailed to <a href="mailto:CCPO@alaska.gov">CCPO@alaska.gov</a> or by direct contact with a member of the Licensing team outlined below.</p> <p>Any Report of Concern involving a Child Care Facility should be sent to a Licensing Supervisor or by direct contact with a member of the Licensing team outlined below.</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>Licensing Supervisor - South Central Region</li> <li>CCPO Variance Committee Member</li> <li>CCPO contact for Background Check Program Licensed Providers</li> <li><i>Supervisor: Charlotte Allen, Esther Hayes, Denise Wilkins, Diana Aleman, Cory Crowder</i></li> </ul>	<p>Lewis Watson, CCLS II  <a href="mailto:lewis.watson@Alaska.gov">lewis.watson@Alaska.gov</a>                  269-4667</p>
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas:                      Houston            Nikiski                      Wasilla            Knik                    Big Lake                      Kenai                Soldotna                Sterling</li> </ul>	<p>Cory Crowder, CCLS I  <a href="mailto:cory.crowder@alaska.gov">cory.crowder@alaska.gov</a>                  269-4570</p>
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas:                      Akiachak            Bethel                Wasilla                      Dillingham            Sterling                Kasilof                      Aniak                    Kenai                    Soldotna                      Unalaska                King Cove</li> </ul>	<p>Charlotte Allen, CCLS I  <a href="mailto:charlotte.allen@Alaska.gov">charlotte.allen@Alaska.gov</a>                  269-4781</p>
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas:                      Wasilla                Kodiak                Palmer                      Cordova                Trapper Creek        Talkeetna</li> </ul>	<p>Denise Wilkins, CCLS I  <a href="mailto:denise.wilkins@Alaska.gov">denise.wilkins@Alaska.gov</a>                  269-4507</p>
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas:                      Valdez                Palmer                Butte                      Sutton                Wasilla                Kodiak                      Copper Center        Glennallen</li> </ul>	<p>Diana Alemán, CCLS I  <a href="mailto:diana.aleman@Alaska.gov">diana.aleman@Alaska.gov</a>                  269-4678</p>
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas:                      Big Lake                Meadow Lake            Anchor Point                      Seward                Wasilla                Homer                      Ninilchik</li> </ul>	<p>Esther Hayes, CCLS I  <a href="mailto:esther.hayes@Alaska.gov">esther.hayes@Alaska.gov</a>                  269-4783</p>
<ul style="list-style-type: none"> <li>Licensing Supervisor - Northern Region</li> <li>CCPO Variance Committee Member</li> <li>CCPO Background Check Variance Committee Representative</li> <li><i>Supervisor: Evelyn Horne, Jessica Davison, Ken Carr, Penny Watson, Shawn Jordan,</i></li> </ul>	<p>Claudia Essley, CCLS II  <a href="mailto:claudia.essely@Alaska.gov">claudia.essely@Alaska.gov</a>                  451-3192</p>
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas:                      Fairbanks            North Pole                Barrow</li> </ul>	<p>Ken Carr  <a href="mailto:ken.carr@alaska.gov">ken.carr@alaska.gov</a>                  451-3121</p>

## Child Care Program Office At A Glance

<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas: Fairbanks      Nome      North Pole</li> </ul>	Jessica Davison, CCLS I <a href="mailto:jessica.davison@Alaska.gov">jessica.davison@Alaska.gov</a> 451-3199
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas: Fairbanks      Tok      Kotzebue North Pole      Salcha      Delta</li> </ul>	Penny Watson, CCLS I <a href="mailto:penny.watson@Alaska.gov">penny.watson@Alaska.gov</a> 451-3181
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas: Fairbanks      Healy      North Pole</li> </ul>	Shawn Jordan, CCLS I <a href="mailto:shawn.jordan@Alaska.gov">shawn.jordan@Alaska.gov</a> 451-3194
<ul style="list-style-type: none"> <li>CCPO Northern Region Licensing Receptionist</li> <li>Administrative Support</li> </ul>	Evelyn Horne, Office Assistant I <a href="mailto:evelyn.horne@Alaska.gov">evelyn.horne@Alaska.gov</a> 451-3198
<ul style="list-style-type: none"> <li>Licensing Supervisor - Southeast Region</li> <li>CCPO Variance Committee Member</li> <li><i>Supervisor: Mariana Moreno-Goodwin, Nick Nixon, Jessica Spurrier, Ella Verneti</i></li> </ul>	Judie Klemmetson, CCLS II <a href="mailto:judie.klemmetson@Alaska.gov">judie.klemmetson@Alaska.gov</a> 465-4547
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas: Juneau area      Yakutat Ketchikan      Sitka</li> </ul>	Jessica Spurrier, CCLS I <a href="mailto:Jessica.Spurrier@Alaska.Gov">Jessica.Spurrier@Alaska.Gov</a> 465-8441
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas: Juneau Area      Ketchikan      Metlakatla Prince of Whales Island: Craig, Thorne Bay</li> </ul>	Nick Nixon, CCLS I <a href="mailto:nick.nixon@Alaska.gov">nick.nixon@Alaska.gov</a> 465-5431
<ul style="list-style-type: none"> <li>Licensing Specialist for the following areas: Gustavus      Juneau area Petersburg      Wrangell Haines      Skagway</li> </ul>	Mariana Moreno-Goodwin, CCLS I <a href="mailto:mariana.moreno-goodwin@Alaska.gov">mariana.moreno-goodwin@Alaska.gov</a> 465-1768
<ul style="list-style-type: none"> <li>CCPO Southeast Region Licensing Receptionist</li> <li>Administrative Support</li> </ul>	Ella Verneti , Office Assistant I <a href="mailto:Ella.Verneti@alaska.gov">Ella.Verneti@alaska.gov</a> 465-4756