

Child Care Program Office At A Glance

Send Vendor Client Numbers or VCN's (formally Payee Vendor Number, or PVN requests), provider address change requests and general questions to:

CCPO@alaska.gov

Send Policy questions for PASS I, PASS II, and PASS III Child Care Assistance to:

dpaccp@alaska.gov

Send ICCIS questions and issues to the EIS help desk at:
Include ICCIS in subject line.

EISHelp@alaska.gov

Send all data requests not addressed by Statewide Reports or other routine reporting to DPA Research & Analysis at:

hss.dparesearch@alaska.gov

Send Quarterly Cumulative Fiscal Reports (CFR) and Narrative Reports to your CCPO contact as well as
Isabel Lee, Grants Administrator. Isabel's e-mail:

isabel.lee@alaska.gov

Frontier Building conference rooms

Mark Hamilton 269-3620 room 880
Dona Shockley 269-8126 room 890
Sharon Duncan 269-8951 room 896
Allyson Wilber 561-1672 TRF 3rd
floor

Frontier Building Security Guard

(907) 561-2291

Office of Children's Services (OCS) Child Care Authorization & Payment Inquiries

Dee Pearson, 465-3023

Division of Risk Management (Who staff calls if there is an accident)

465-2180

Child Care Program Office At A Glance

<ul style="list-style-type: none"> • CCPO Program Administration and Information • Child Care and Development Fund (CCDF) • Press/Legislative Contacts • DPA Chiefs & Leadership Team • Alaska Early Childhood Coordinating Council (AECCC) • CCPO Point of Contact- Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS)-backup • Learn & Grow, QRIS Executive and Stakeholder Committees • System for Early Education Development (SEED) Professional Develop Committees • Early Learning Guidelines • Pyramid Partnership Project Leadership Team (TACSEI) • Strengthening Families Leadership Team • Reimbursable Service Agreements (RSA's)-backup • CCPO Grant Management- backup • CCPO Policy Team member • CCPO Variance Committee member • Alaska Background Check Program Point of Contact • CCPO Liaison for DPA Staff Development & Training • <i>Supervisor - Janice Braden, Staci Collier, Christina Hulquist</i> 	<p>Marcey Bish Program Manager and CCDF State Administrator marcey.bish@alaska.gov 269-4784</p>
<ul style="list-style-type: none"> • CCPO monthly reports • ICCIS Data Integrity Group (IDIG) member • ACF 800 • CCPO Point of Contact- Market Price Survey • Ad-hoc reports as needed 	<p>Su Chuen Ng Research Analyst III suchuen.ng@alaska.gov 465-1359</p>
<ul style="list-style-type: none"> • Child Care Assistance Program (CCAP) Administration, Policy Development, Evaluation, and Information • Alaska Inclusive Child Care Program (Alaska IN!) Administration, Policy Development, Evaluation and Information • Child Care Grant Program (CCG) Administration, Policy Development, Evaluation and Information • Regulations & Statutes- Child Care Assistance Program, including Alaska Inclusive Child Care and Child Care Grant Programs) • CCAP Grant management • Early Intervention Committee (EIC) representative • Learn & Grow QRIS Stakeholder Committee Member • Learn & Grow, QRIS Standards and Early Intervention Sub-committees Member • CCPO Policy Team Member • CCPO Variance Committee Member • Crisis Prevention Intervention (CPI) Safety Team Member • Alaska Background Check Program point of contact • CCPO Liaison for DPA Staff Development & Training • <i>Supervisor - Ambra Mavis-Bracone</i> 	<p>Janice Braden Program Coordinator II janice.braden@alaska.gov 269-4508</p>

Child Care Program Office At A Glance

<ul style="list-style-type: none"> • Monitors and Provides Technical Assistance for Child Care Assistance Grantees Statewide • Monitors the Child Care Policy Mailbox • PASS I, II & III Policy Contact • Assists with CCAP Policy Development • Assists with CCG Policy Development • Assists with Alaska IN! Policy Development • Receives and assigns Incorrect Payment (IP) claims • Receives and assigns CCAP, Alaska Inclusive Child Care and CCG Administrative Reviews • ICCIS User Assistance for CCAP grantees • CCPO Liaison for DPA Staff Development & Training • CCPO Complaint and Enforcement Review Committee Member • Supervisor - <i>Cindy Adams, Matthew Bockhorst, Savitry Brower, Ronda Buckingham, and Billy Macon</i> 	<p>Ambra Mavis-Bracone Public Assistance Analyst II ambra.mavis-bracone@alaska.gov 269-3417</p>
<ul style="list-style-type: none"> • Monitors and Provides Technical Assistance for Child Care Assistance Grantees Statewide • Provides CCAP guidance and clarification for Work Services Providers statewide • Assists with CCG Policy Development • Assists with CCAP Policy Development • Assists with Alaska IN! Policy Development • PASS I, II & III Policy Contact • PASS I Closures • Monitors the Child Care Policy Mailbox • Evaluates Incorrect Payment (IP) Claims • Conducts CCAP, Alaska IN! and CCG Administrative Reviews • ICCIS User Assistance for CCAP grantees 	<p>Cindy Adams Public Assistance Analyst I cindy.adams@alaska.gov 269-4673</p>
<ul style="list-style-type: none"> • Monitors and Provides Technical Assistance for Child Care Assistance Grantees Statewide • Provides CCAP guidance and clarification for Work Services Providers statewide • Assists with CCG Policy Development • Assists with CCAP Policy Development • Assists with Alaska IN! Policy Development • PASS I, II & III Policy Contact • PASS I Closures • Monitors the Child Care Policy Mailbox • Evaluates Incorrect Payment (IP) claims • Conducts CCAP, Alaska IN! and CCG Administrative Reviews • ICCIS User Assistance for CCAP grantees 	<p>Ronda Buckingham Public Assistance Analyst I ronda.buckingham@alaska.gov 269-4509</p>
<ul style="list-style-type: none"> • Child Care Grant application determinations and Good Cause Waivers • Alaska IN! application determinations, case management and provider compliance monitoring • Assists with CCG Policy Development 	<p>Matthew Bockhorst Eligibility Technician II matt.bockhorst@alaska.gov 269-4669</p>

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<ul style="list-style-type: none"> • Assists with CCAP Policy Development • Assists with Alaska IN! Policy Development • Conducts CCAP, Alaska IN! and CCG Administrative Reviews • Evaluates Incorrect Payment (IP) claims • Background Variance requests for Approved Providers statewide • Assists with the Child Care Policy mailbox • IP Reconciliation • PASS I closures 	
<ul style="list-style-type: none"> • Receives and processes Approved Non-Relative and In-home Child Care provider applications for PASS I statewide • Receives and processes Approved Relative and In-home Child Care provider applications for PASS II/III within the Municipality of Anchorage (MOA) • Receives and processes CCAP participation applications for Licensed providers within the MOA • PASS I-Child Care authorizations statewide • CCAP provider orientations • Monitors the New Alaska Background Check System (NABCS) for Approved Non-Relative and In-home Child Care Provider application process completion • Crisis Prevention Intervention (CPI) Safety Team Member 	<p>Savitry Brower Eligibility Technician I savitry.brower@alaska.gov 269-5661</p>
<ul style="list-style-type: none"> • Receives and processes Approved Non-Relative and In-home Child Care provider applications for PASS I statewide • Receives and processes Approved Relative and In-home Child Care provider applications for PASS II/III within the Municipality of Anchorage (MOA) • Receives and process CCAP participation applications for Licensed providers within the MOA • PASS I-Child Care authorizations statewide • CCAP provider orientations • Monitors the New Alaska Background Check System (NABCS) for Approved Non Relative and In-home Child Care Provider application process completion • Crisis Prevention Intervention (CPI) Safety Team Member • Emergency Preparedness- Suite Monitor 	<p>Billy Macon Eligibility Technician I billy.macon@alaska.gov 269-6430</p>
<ul style="list-style-type: none"> • Monitors CCPO Grantees • Coordinates monitor activities • Assists with CCAP policy development 	<p>Ashley Pagni Contracted Services - Quality Assurance ashley.pagni@alaska.gov 269-2018 Supervisor: Tracie Dablemont, 269-7873</p>

Child Care Program Office At A Glance

	Social Services Program Coordinator Program Integrity and Analysis, Contracted Services - Quality Assurance
<ul style="list-style-type: none"> • CCPO Accounting, Administrative, and Support Team oversight • Child Care Resource and Referral Grant Management • The Children's Place Grant Management • CCPO Point of Contact- Learn & Grow, QRIS -primary • Learn & Grow QRIS Stakeholder Committee Member • Learn & Grow, QRIS Standards, Health & Safety Standards, Administrator Credential, Fast Track/Accelerated Programs, Early Intervention, and Coaching Sub-committees Member • System for Early Education Development (SEED) Professional Develop Committee • Pyramid Partnership Project Leadership Team (TACSEI) • Strengthening Families Leadership Team • Reimbursable Service Agreements (RSA's)- primary • CCPO Policy Team Member • CCPO Variance Committee Member • Early Childhood Education Obesity Committee Member • Alaska Early Childhood Coordinating Council (AECCC) • <i>Supervisor - Jodi Clark, Robert Jackson, Amanda Manning</i> 	Christina Hulquist, Program Coordinator II christina.hulquist@alaska.gov 269-3439
<ul style="list-style-type: none"> • Office Manager • Human Resource contact • Primary contact for payroll issues • Travel- backup • Position description updates and reclassifications • Purchase orders • Licensing enforcement action fines • Accounts payable for CCPO • Crisis Prevention Intervention (CPI) Safety Team Member • CCPO liaison for IRIS training • Alaska Background Check Program, NABCS Oversight Agency Point of Contact • <i>Supervisor - Terrell Amos, Jacolyn Moore, Alison Morrow</i> 	Jodi Clark Administrative Assistant II jodi.clark@alaska.gov 269-4671
<ul style="list-style-type: none"> • CCPO Anchorage Receptionist • Monitors CCPO mailbox • Incoming and outgoing mail-backup • Child Care Assistance travel • Office Supply Ordering-primary • Child Care Grant Intake and Processing • Alaska Background Check Program, Oversight Agency NABCS Point of Contact • Payroll • Administrative support • Assists Eligibility Technician I's with mail outs 	Terrell Amos Office Assistant II terrell.amos@alaska.gov 269-4670 269-4500 (Main Number) 1-888-268-4536 (Toll Free Number)

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<ul style="list-style-type: none"> • CCPO Anchorage Receptionist • Monitors CCPO mailbox • Incoming and outgoing mail- primary • Child Care Assistance travel • Office Supply Ordering- backup • Child Care Grant Intake and Processing • Administrative support • Alaska Background Check Program, Oversight Agency NABCS Point of Contact • Payroll • Assists Eligibility Technician I's with mail outs 	<p>Vacant Office Assistant II staffmembername@alaska.gov 269-4600</p>
<ul style="list-style-type: none"> • CCPO South Central Region Licensing Clerk • Backup for CCPO Anchorage Receptionists • Child Care Licensing travel- South Central- primary • Child Care Assistance travel • Administrative support • Monitors CCPO mailbox • Alaska Background Check Program, Oversight Agency NABCS Point of Contact • Issuance of applications & letters for Licensing • Assists Eligibility Technician I's with mail outs • Payroll • Child Care Grant Intake and Processing 	<p>Alison Morrow Office Assistant II alison.morrow@alaska.gov 269-4511</p>
<ul style="list-style-type: none"> • CCPO Accounting Team is responsible for processing the following for Regional Child Care Assistance Program Grantees/Designees, their Local Administrators (LAs) and staff: <ul style="list-style-type: none"> ○ IRIS Research ○ EDI Rejections ○ Fiscal Research for 1099 ○ ICCIS IRIS Error Issues ○ Income Verification for Providers ○ Records Request ○ Returned Checks ○ Stop Payments 	<p>CCAP Grantees/Designees can send their issues via fax with a cover sheet ATTN: CCPO Accounting- Robert/Christina or by DSM email to akdhss.dpa_rjackson@direct.alaska.gov or contact a member of the accounting team outlined below.</p>
<ul style="list-style-type: none"> • Accounting supervisor • Billing Report Processing for CCAP <ul style="list-style-type: none"> ○ PASS I/II/III - MOA and Thrivalaska Facilities • Electronic Data Interchange (EDI) Rejections • Reimbursement & Income Verification Research for State and non-state agencies • Supplemental Payments (MOA only) - Accounts Payable/Receivable • Financial Transaction Reports Inconsistencies Research - Statewide • Department of Administration -Finance/CCPO 	<p>Robert Jackson Accounting Technician II robert.jackson@alaska.gov 269-4512</p>

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<p>Liaison</p> <ul style="list-style-type: none"> ○ 1099 ○ IRS Levies ○ Electronic Data Interchange Rejections ○ IRS TIN Matching • Financial Management Services-Accounting/CCPO Liaison <ul style="list-style-type: none"> ○ Certification of payments, Child Care Grant, VCN (previously PVN) ○ IRIS Errors • CCPO IRIS-ICCIS Interface Payment Authorization Certification- primary • CCPO Accounting Liaison with DPA Admin Team regarding ICCIS IRIS Error Rejections • Crisis Prevention Intervention (CPI) Safety Team Member • Supervisor - <i>Beckie Sheridan, Evelyn Falzerano, Jennifer Riddle</i> 	
<ul style="list-style-type: none"> • Billing Report Processing for CCAP <ul style="list-style-type: none"> ○ PASS I/II/III - MOA and Thralaska Facilities • Printing and matching Financial Transaction Reports (FTR) - Statewide • Printing and matching Supplemental FTR - Statewide • Child Care Grant Billings & Research- backup • VCN (previously PVN) Requests Contact for CCPO- backup • CCPO IRIS-ICCIS Interface Payment Authorization- Certification- backup • Stop Payments - backup 	<p>Jennifer Riddle Accounting Technician I jennifer.riddle@alaska.gov 269-2014</p>
<ul style="list-style-type: none"> • Billing Report Processing for CCAP <ul style="list-style-type: none"> ○ PASS I/II/III - MOA and Thralaska Facilities • Printing and matching Financial Transaction Reports (FTR) - Statewide • Printing and matching Supplemental FTR - Statewide • Child Care Grant Billings & Research- backup • VCN (previously PVN) Requests Contact for CCPO- backup • CCPO IRIS-ICCIS Interface Payment Authorization- Certification - backup • 1099 - backup 	<p>Rebecca "Beckie" Sheridan Accounting Technician I rebecca.sheridan@alaska.gov 269-5692</p>
<ul style="list-style-type: none"> • VCN (previously PVN) Requests Contact for CCPO- primary • Child Care Grant Billings (CCG) Payments & Research - Statewide- primary • CSN Research from Department of Labor • 1099 & Records Requests • Printing and matching Financial Transaction Reports (FTR)- backup 	<p>Evelyn Falzerano Accounting Clerk evelyn.falzerano@alaska.gov 269-4841</p>

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<ul style="list-style-type: none"> • Special Projects • Child Care and Development Fund (CCDF) • CCPO Point of Contact-Emergency Disaster Preparedness • CCPO Point of Contact- Continuity of Operations Plan • CCPO Point of Contact - website • On-Line Policy & Procedure Manuals (Robo Help) • CCPO Point of Contact- Regulation & Statute updates/revisions- primary • DHSS Background Check Variance Committee Member- primary • ICCIS Data Integrity Group (IDIG) facilitator - primary • ICCIS Work Requests Development and Tracking- primary • ICCIS Program & Policy Lead- primary • CCPO Variance Committee facilitator- primary • CCPO Complaint and Enforcement Review Committee facilitator- backup • CCPO data reports, ad-hoc data requests/surveys- primary • CCPO Point of Contact- Market Price Survey • <i>Supervisor - Samantha Ray</i> 	<p>Amanda Manning Program Coordinator I amanda.manning@alaska.gov 269-4516</p>
<ul style="list-style-type: none"> • Assists with Special Projects • Assists with Child Care and Development Fund (CCDF) • Assists with CCPO Point of Contact-Emergency Disaster Preparedness • Assists with CCPO Point of Contact- Continuity of Operations Plan • On-Line Policy & Procedure Manuals (Robo Help)- backup • Assists with CCPO Regulations & Statutes updates/revisions • DHSS Background Check Variance Committee Member- backup • ICCIS Data Integrity Group (IDIG) facilitator- backup • ICCIS Work Requests Development and Tracking- backup • ICCIS Program & Policy Lead- backup • CCPO Variance Committee facilitator- backup • CCPO Complaint and Enforcement Review Committee facilitator- primary • Assists with CCPO data reports, ad-hoc data requests/surveys • Assists with Market Price Survey • Updates SEED Registry in ICCIS monthly • Updates List of Providers on website weekly 	<p>Samantha Ray Project Assistant samantha.ray@alaska.gov 269-4681</p>

Child Care Program Office At A Glance

- **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:
 - Technical Assistance
 - Application Processing
 - Announced Inspections
 - Unannounced Inspections
 - Monitoring Facility Files
 - Complaint Intakes
 - Investigations
 - Variance Application Processing
 - Community Collaborations
- CCPO Licensing Team also conducts Health and Safety Inspections of Pre-Elementary Schools Statewide approved through the Department of Education and Early Development (DEED).
- Municipality of Anchorage (MOA) Child Care Licensing Program serves those child care facilities licensed within the MOA boundaries.

Inquiries about becoming Licensed or about a Licensed Child Care Facility can be emailed to CCPO@alaska.gov or by direct contact with a member of the Licensing team outlined below.

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.

907-343-4758
 907-249-7840 Fax
hhscl@muni.org
 825 L Street, 3rd Floor
 PO Box 196650
 Anchorage, AK 99501

- Child Care Licensing Program Administration, Policy Development, Evaluation, and Information
- Regulations & Statutes - Child Care Licensing Program
- Municipality of Anchorage (MOA) Child Care Licensing Grant Management
- Learn & Grow QRIS Stakeholder Committee Member
- Learn & Grow, QRIS Standards, Health & Safety Standards, and Administrator Credential Sub-committees Member
- System for Early Education Development (SEED) Professional Develop Committee
- Pre-elementary School Health & Safety Inspections
- CCPO Policy Team Member
- CCPO Variance Committee Member
- Alaska Background Check Program point of contact
- Early Childhood Education Obesity Committee Member
- DHSS Licensing Manager Committee Member
- *Supervisor - Bob Gerwin, Judie Klemmetson, Elisabeth Smart*

Staci Collier
 Community Care Licensing Specialist III
staci.collier@alaska.gov
 269-4518

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<ul style="list-style-type: none"> Licensing Supervisor - South Central Region CCPO Complaint and Enforcement Review Committee Member Supervisor - <i>Charlotte Allen, James Benedict, Diana Browne, Lewis Watson, Joanie Fogel</i> 	<p>Bob Gerwin Community Care Licensing Specialist II bob.gerwin@alaska.gov 269-4667</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Wasilla Palmer Kenai Soldotna Nome Brevig Mission 	<p>Charlotte Allen Community Care Licensing Specialist charlotte.allen@alaska.gov 269-4781</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Palmer Wasilla Kodiak Homer Sutton 	<p>James Benedict Community Care Licensing Specialist james.benedict@alaska.gov 269-4507</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Palmer Butte Wasilla Kodiak Bethel 	<p>Diana Browne Community Care Licensing Specialist diana.browne@alaska.gov 269-4678</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Wasilla Palmer Kenai Soldotna Valdez Dillingham Emergency Preparedness - Suite Monitor 	<p>Lewis Watson Community Care Licensing Specialist lewis.watson@alaska.gov 269-4570</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Wasilla Palmer Talkeetna Seward 	<p>Joanie Fogel Community Care Licensing Specialist joanie.fogel@alaska.gov 269-4783</p>
<ul style="list-style-type: none"> Licensing Supervisor - Northern Region CCPO Complaint and Enforcement Review Committee Member Supervisor - <i>Ken Carr, Claudia Essley, Stephanie Maltez, Penny Watson</i> 	<p>Elisabeth "Lisa" Smart Community Care Licensing Specialist II lisa.smart@alaska.gov 451-3194</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Fairbanks North Pole Healy 	<p>Ken Carr Community Care Licensing Specialist ken.carr@alaska.gov 451-3121</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Fairbanks North Pole Barrow Salcha 	<p>Claudia Essley Community Care Licensing Specialist claudia.essley@alaska.gov 451-3192</p>
<ul style="list-style-type: none"> Licensing Specialist for the following areas: Fairbanks North Pole Delta Junction 	<p>Penny Watson Community Care Licensing Specialist penny.watson@alaska.gov 451-3181</p>

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<ul style="list-style-type: none"> • CCPO Northern Region Licensing Receptionist • Administrative Support • Monitors CCPO mailbox • Incoming and outgoing mail • Office supplies • Alaska Background Check Program, Oversight Agency NABCS Point of Contact • Issuance of applications & letters for Licensing • Child Care Licensing travel- Northern • Crisis Prevention Intervention (CPI) Safety Team Member 	<p>Stephanie Maltez Office Assistant I stephanie.maltez@alaska.gov 451-3198</p>
<ul style="list-style-type: none"> • Licensing Supervisor - Southeast Region • CCPO Complaint and Enforcement Review Committee Member • Supervisor - <i>Matthew Barnaby, Mariana Moreno-Goodwin, Jessica Spurrier, Ella Verneti</i> 	<p>Judie Klemmetson Community Care Licensing Specialist II judie.klemmetson@alaska.gov 465-4547</p>
<ul style="list-style-type: none"> • Licensing Specialist for the following areas: Gustavus Juneau area Petersburg Skagway Haines 	<p>Mariana Moreno-Goodwin Community Care Licensing Specialist mariana.moreno-goodwin@alaska.gov 465-1768</p>
<ul style="list-style-type: none"> • Licensing Specialist for the following areas: Juneau area Ketchikan Metlakatla Prince of Wales Island: Craig, Thorne Bay • Crisis Prevention Intervention (CPI) Safety Team Member 	<p>Matthew Barnaby Community Care Licensing Specialist matthew.barnaby@alaska.gov 465-5431</p>
<ul style="list-style-type: none"> • Licensing Specialist for the following areas: Juneau area Yakutat Wrangell Sitka Cordova • Crisis Prevention Intervention (CPI) Safety Team Member 	<p>Jessica Spurrier Community Care Licensing Specialist jessica.spurrier@alaska.gov 465-8441</p>
<ul style="list-style-type: none"> • CCPO Southeast Region Licensing Receptionist • Administrative Support • Monitors CCPO mailbox • Incoming and outgoing mail • Office supplies • Alaska Background Check Program, Oversight Agency NABCS Point of Contact • Issuance of applications & letters for Licensing • Child Care Licensing travel - Southeast 	<p>Ella Verneti Office Assistant I ella.vernetti@alaska.gov 465-4756</p>