



## ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS

*Youth and Child Unit*

*P.O. Box 219*

*Bethel, Alaska 99559*

### ***Youth & Child Unit Parent/Guardian Application***

This application will be used to determine eligibility for all youth and child unit programming to include Head Start services, Child Care, and other services as applicable. Please complete the entire application and attach ALL required documents listed below or requested by staff BEFORE submitting, incomplete applications may take longer to process.

**1. What service(s) are you requesting?** Child Care ☐ and/or Head Start ☐

<input type="checkbox"/> <b>Child Care</b> in my home	<input type="checkbox"/> <b>Head Start services</b> at a Head Start center (if available in the community)
<input type="checkbox"/> <b>Child Care</b> in my childcare provider's home	<input type="checkbox"/> <b>Head Start services</b> at my home (weekly home visit for parent/child school-readiness if available in the community)

**2. Are you receiving Cash Assistance?** Yes ☐ No ☐

Which one: ☐ TANF ☐ General Assistance ☐ SNAP or ☐ Other \_\_\_\_\_

**3. List all child(ren) needing Child Care and/or Head Start services and which service you are requesting for each:**

First Name	M.I.	Last Name	Date of Birth (mm/dd/yy)	Head Start or Child Care?

**4. CHILD CARE SERVICES** The following is required for these services:

- ☐ Completed application
- ☐ 2 Releases of Information - (Public Health and AVCP Services)
- ☐ Proof of Tribal Membership of child(ren) - (Navigator or AVCP staff observed either tribal ID or verified enrollment for each child OR Navigator or AVCP staff observed parent ID in lieu of child(ren))
- ☐ Income Verification\* (Income of child's parent(s) living in the home – prior 1 months pay stubs, or most recent federal tax forms) \* **NOT NECESSARY IF PARENTS CURRENTLY RECEIVE TANF, GENERAL ASSISTANCE, OR SNAP BENEFITS**
- ☐ Qualifying Activity Verification: Employment Verification Form; school/training acceptance and/or schedule with parent/guardian name; self-employment certification; subsistence certification; verified children in OCS/protective services.

**5. Have you selected a Child Care Provider?\*** If yes, Provider's name: \_\_\_\_\_

My provider is a relative: Yes ☐ No ☐

**\*\*Siblings of children living in the same home as the children are not eligible to be a child care provider.**

**Providers must complete a Provider Application, pass a Criminal Background Check, and receive Provider Training.**

**6. HEADSTART SERVICES** The following is required for these services:

- ☐ Complete application
- ☐ Releases of Information - (Public Health and AVCP Services)
- ☐ Income Verification\*- (Income of child's parent living in the home - the last 1 months pay stubs, work statement, or most recent federal tax forms. **THIS IS NOT NECESSARY IF PARENTS ARE CURRENTLY RECEIVING TANF, GENERAL ASSISTANCE, OR SNAP BENEFITS.**)

**PART A. APPLICATION INFORMATION**

Parent/Guardian 1:	Parent/Guardian 2 (if living in the same home):
Parent/Guardian 1 Date of Birth:	Telephone Number:
Email Address:	
Mailing Address:	
City, State, Zip Code:	

1. Is the child(ren) a Tribal Member? Yes ☐ No ☐  
If yes, which Tribe: \_\_\_\_\_
2. Do you own your own home? Yes ☐ No ☐
3. Do you rent a home? Yes ☐ No ☐ If yes, name of Landlord \_\_\_\_\_
4. Do you live in a family member's or other person's home? Yes ☐ No ☐

**PART B. FAMILY INFORMATION**

**Child(ren) needing Child Care and/or Head Start services**

1. Are any of the child(ren) you are applying for in Office of Childrens Services (OCS) custody, Tribal Court custody, of the custody of the Department of Juvenile Justice (DJJ)? If yes please fill out the table below:

First Name	M.I.	Last Name	Date of Birth (mm/dd/yy)	OCS/Tribal/DJJ

2. Are any of the child(ren) you are applying for:

☐ Suspected of having a developmental delay, physical, or mental disability; OR

☐ Has been referred for or diagnosed as having a mental or physical disability.

If yes, list child's name and DOB \_\_\_\_\_

Please provide documentation of disability diagnosis. (Children with documented disabilities are eligible for child care services up to age 19.)

3. Children in certain family situations receive priority for services. Please check all that apply to your family:

☐ *The Child(ren) has an incarcerated parent*

☐ *The Child(ren) is in foster care or relative placement*

☐ *I am a Single Parent*

☐ *We are experiencing/struggling with - domestic violence, drugs/alcohol abuse, mental illness, a death in the family, or something else. Please explain: \_\_\_\_\_*

**Please list all other family members in your home:**

First Name	Last Name	Date of Birth (mm/dd/yy)	Relationship to Parent/Client

### **PART C. EMPLOYMENT/EDUCATION INFORMATION**

*If this is an application for Child Care services please consider the hours of child care that you need. This information will be used to determine the number of child care hours you are approved for.*

#### **EMPLOYMENT**

Parent/Guardian Name (1)	Place of Employment (If self-employed sign statement below)	Salary/hourly wage	Total number of hours worked each week	Workdays (M, T, W, Th, Fr, Sa, Su)	Daily Start/End time

SCHOOL/TRAINING

Parent/Guardian Name (1)	Name of school/training program	Days attending	Daily Start/End time

EMPLOYMENT (IF SELF-EMPLOYED FILL OUT THE CERTIFICATION BELOW)

Parent/Guardian Name (2)	Place of Employment	Salary or hourly wage	Total number of hours worked each week	Workdays	Daily Start/End time

SCHOOL/TRAINING

Parent/Guardian Name (2)	School/training program	Days attending	Daily Start/End time

**SUBSISTENCE HUNTING/FISHING/GATHERING**

AVCP pays for child care services for one (1) parent/guardian per household who is a subsistence provider part-time or full-time. The following is a list of activities that qualify as subsistence activities including but not limited to: hunting, fishing, berry-picking, gathering of eggs, shoots, greens, and other vegetation, cutting fish, preparing meat, hauling wood, packing water, building, maintaining, and repairing subsistence equipment and structures used for food preparation and storage.

If one parent/guardian wishes to apply for child care hours to enable them to perform subsistence activities please fill out the certification below. (Note if a 2 parent/guardian home, only 1 parent can qualify for subsistence child care hours, the other parent must have other approved activities in order for the family to qualify for services.)

**SUBSISTENCE CERTIFICATION (CANNOT BE APPROVED FOR MORE THAN FULL-TIME SCHEDULE)**

I \_\_\_\_\_ (name of parent/guardian), do certify that I am a subsistence provider for (list names/number of people you support): \_\_\_\_\_

I perform regular/seasonal subsistence activities on a: ☐ full-time basis (more than 25 hours a week)

☐ part-time (less than 25 hours a week)

Times each day you need child care to do subsistence (example: Mon: 12:00 n – 5:00 pm)

Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ TH \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

By signing below I am certifying that this information is true and correct. (See penalty language below)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### SELF-EMPLOYMENT CERTIFICATION

I \_\_\_\_\_ (name of parent/guardian), do certify that I am self-employed. My work is (please describe your work) \_\_\_\_\_.

My hourly rate or fee per service or good is \_\_\_\_\_. I work an average of \_\_\_\_\_ hours per week.

My annual income was \_\_\_\_\_.

By signing below, I am certifying that this information is true and correct. (See penalty language below)

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### SCHEDULE AND NOTIFICATION OF CHANGES:

I understand that the information I provided regarding work, school/training and subsistence work will determine the time that my child(ren) are eligible to receive child care services. If there is a need for a temporary change (less than 1 month) to the schedule, approval must be requested in advance by contacting the Bethel Youth & Child Unit. If circumstances change and you require permanent (more than 1 month) changes to the above-approved schedule, you must notify the Youth & Child Unit's Childcare Program at least **14 days in advance** and supply all necessary verification documents. After the changes have been approved, a new Letter of Certification will be mailed to you. **Failure to give proper notice may result in you having to pay your Childcare Provider(s) for the childcare services that they provided during that time.**

#### CHILD CARE CERTIFICATION STATEMENT

I (we) agree to:

1. Pay my provider for any days of care exceeding the approved days.
2. Notify AVCP before changing providers.
3. Notify AVCP immediately when changes occur to:
  - employment and/or school enrollment (i.e. job loss or school ending);
  - address and/or phone numbers;
  - the parent/guardian needs more hours, or if child care is no longer needed.
4. Certify my provider's time sheet at the end of each month.

I hereby certify that the information provided herewith is true, correct, and complete to the best of my knowledge. I acknowledge that this information will be relied upon to determine my eligibility for Child Care Assistance and understand that if I provide false or misleading information, my child care assistance will be immediately terminated or denied and I will be responsible for any unpaid child care hours.

**I understand that Child Care services may be canceled by the Child Care Provider or AVCP without cause, by giving thirty (30) days notice of intent to cancel. I also understand that AVCP reserves the right to terminate any Childcare arrangement if necessary to protect the health, safety, and development of the child(ren) or as otherwise determined by AVCP at its sole discretion. If I disagree with AVCP's decision to terminate the Childcare arrangement I may request a Fair Hearing under AVCP's Fair Hearing Policy.**

\_\_\_\_\_  
Signature of Parent/Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Parent/Guardian 2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

#### **DISCLAIMER OF LIABILITY**

**I (we) acknowledge and understand that my(our) Child Care Provider is not an employee of AVCP and AVCP does not assume any responsibility for the services or care provided by them. I (we) hereby fully and forever release and discharge AVCP from, and expressly waive, any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, that may arise from or as a result of my(our) Child Care Provider's performance. I (we) agree not to make or bring any such claim or demand against AVCP, and fully and forever release and discharge AVCP from liability under such claims or demands.**

\_\_\_\_\_  
Signature of Parent/Guardian 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Parent/Guardian 2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



*Association of Village Council Presidents (AVCP)*  
*P.O. Box 219*  
*Bethel, Alaska 99559*

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, (name of parent/guardian) hereby authorize the release and exchange of my personal and protected information as well as that of my child(ren):

_____ Child name	_____ Date of Birth
_____ Child name	_____ Date of Birth
_____ Child Name	_____ Date of Birth

This release includes the following information: ☐ Birth Certification ☐ Social Security Number  
☐ Verification of Tribal Enrollment ☐ Employment Pay Stubs ☐ Verification of Selective Service  
☐ Verification of Employment ☐ Verification of Residency ☐ Verification of Public Assistance/ SOA Unemployment  
☐ Verification of Education Diploma, Degree, or Certificate ☐ Verification of Income ☐ Verification of Disability Status  
☐ Other: \_\_\_\_\_

This information will be disclosed between programs within AVCP as necessary for the sole purpose of determining my eligibility, or continued eligibility, for benefits and services provided by AVCP. This release specifically authorizes the exchange of my personal and protected information between AVCP's programs, including but not limited to, the AVCP Benefits Division, Tribal Workforce Development Program and programs in the Youth & Child Unit, along with any other AVCP program. This release also authorizes AVCP to input personal information from my child(ren)'s Youth & Child Unit application into the Child Plus database, a third party service provider that supports AVCP's initial and ongoing eligibility determination, educational performance tracking, and grant reporting to the HeadStart and 477 Child Care grantees.

I understand that this authorization is voluntary. I also understand that my records may contain sensitive information. To the extent that this information is required to remain confidential by federal or state law, the department or program receiving my personal protected information will continue to keep this information confidential. I understand that I may request a copy of this signed authorization at any time. This authorization expires two years from the date of signature unless I choose to revoke it sooner. If I choose to revoke this authorization before its expiration, I will notify AVCP of the revocation in writing.

**THIS FORM MUST BE FULLY COMPLETED BEFORE SIGNING**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
IF UNDER 17 Years of Age: Signature of Parent or Guardian

\_\_\_\_\_  
Date



# Immunization Record Request Form



All immunization record requests must be accompanied by a copy of documentation that identifies the person requesting the immunization record. Examples of acceptable forms of identification are: a state-issued photo driver's license with address, a state-issued photo identification card with address or a U.S. passport or passport card with photo. **Please verify that the copy of the identification cards is legible, please enlarge copy if needed.**

If you need to request multiple records, please submit an Immunization Records Request Form for each record. If the record requested is for a minor under 18 years of age, please state your relationship to the minor in the "Requestor's Relationship" field. If you are requesting records for someone under 18 years of age, their records will be only released to a school or daycare facility.

**Immunization record requests will be processed within 5-7 business days.**

IMMUNIZATION RECORD REQUESTED FOR:									
First Name:			Middle Name:			Last Name:			
Date of Birth:		Gender:	Phone Number:		Previous Name:				
<small>Month / Day / Year</small>									
Current address:				City:		State:	Zip:		

REQUESTOR'S INFORMATION (PERSON REQUESTING RECORD)											
Requestor's Name:				Requestor's Relationship:							
Current address:			City:		State:	Zip:					
Phone:		E-mail:									
By signing this agreement, I _____ hereby authorize the Alaska Department of Health (DOH) to release immunization <small>(print name of requestor)</small> information that may be held by the Alaska Immunization Information System (VacTrAK) of the Alaska Department of Health. I authorize release in the manner that I have requested. This information is to be released and sent to the following:											
<input type="checkbox"/> School	<input type="checkbox"/> Daycare/Childcare center	<input type="checkbox"/> Self (Records will be sent to you only if it is your record and you are over 18 years of age)									
Recipient/To the Attention of:				Name of Organization:							
Fax record to fax number:				Phone number:							
Address of School or Daycare/Childcare center:											
Requestor's Signature:					Date:						

Once this form is completed, please print, sign and date. Send form along with a copy of supporting documents to VacTrAK via Fax or Mail.

**Fax:** 907-562-7802 **ATTN:** VacTrAK Records Request

**Mail:** Alaska Department of Health  
Division of Public Health, Section of Epidemiology  
Alaska Immunization Program-VacTrAK  
3601 C Street, Suite 540  
Anchorage, AK 99503

If your records are found in our system, we will send the records to the destination you requested above. If your records are not found in our system, we will contact you. VacTrAK may reach out to you via email for additional information on your request. **VacTrAK will not be able to process emailed vaccine record request or send vaccine records via email.**



## AVCP YOUTH & CHILD UNIT

### CHILD CARE PARENT EMPLOYMENT VERIFICATION FORM

I have applied for child care services through AVCP. My signature below authorizes release of the information.  
The employment information is listed below. AVCP will only use this information for purposes of eligibility.

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Parent Name	Signature	Date
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#### ***To Be Filled Out by Employer:***

The above-named individual has applied for services through the AVCP Child Care Department.  
Please provide the following information for verification.

Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax No: \_\_\_\_\_

Applicant Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Work Schedule: Sunday \_\_ Monday \_\_ Tuesday \_\_ Wednesday \_\_ Thursday \_\_ Friday \_\_ Saturday \_\_

Work Hours: Starting Time: \_\_\_\_\_ a.m./ p.m. End Time: \_\_\_\_\_ a.m./p.m.

Wages: \_\_\_\_\_ Paid: ☐ Weekly ☐ Bi-Weekly ☐ Twice a Month ☐ Monthly

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_