

An AmeriCorps Member has selected you as their Child Care provider for their term of service. Please note: all Child Care Providers must meet the State child care provider requirements and regulations to be eligible for payment. Please refer to the [Child Care Provider State Guide](#). Failing to complete or provide the information below will delay the child care benefit application process. **If there are any pre-requisites required to become an approved provider, you must first meet those requirements before approval can take place.**

To confirm that you have a complete application, please make sure you satisfy the checklist below:

✓ Check next to each item as you collect them.

AmeriCorps Child Care Provider Application.	
	<p>If you are a Licensed Center/Group Home/Family Daycare Home:</p> <ul style="list-style-type: none"> • Submit a copy of your State Issued Child Care License (must be an unexpired copy). <p>If your program is Exempt from State Licensing Regulations:</p> <ul style="list-style-type: none"> • Please submit a copy of your exemption notice. If your state does not issue an exemption notice we will need a letter on letterhead explaining the policy for which the program is exempt from licensing.
	<p><u>If Eligible</u> - Unlicensed Child Care Providers should submit:</p> <ul style="list-style-type: none"> • A copy of your non-expired driver's license or valid state Identification Card. <ul style="list-style-type: none"> ○ Address must match application paperwork or proof of address will be required. • A signed copy of your Social Security Card. <p><i>Please note: Additional requirements may be required per state regulations.</i></p>
	<p>W-9 Form. The address on the W-9 form should be the mailing address where payments and tax documentation can be mailed. (Payments can not be mailed to the AmeriCorps member's address)</p>
	<p>A rate sheet confirming your charges and/or billing policies (required from all licensed/licensed exempt provider). <i>This is in addition to the rate chart completed on the provider application.</i> This can be from a program flyer, parent handbook, registration paperwork, etc.</p>
	<p>Optional - If interested in direct deposit payment, please complete the AmeriCorps Payment Authorization Form. Otherwise, we will mail payments to the address listed on the W9 form.</p>

Please note: At the time your application packet is reviewed, additional documentation may be requested to further verify your eligibility to participate. If you have questions or concerns please refer to our Fact Sheet / Frequently Asked Questions at [AmeriCorps Child Care FAQs](#). You may also contact GAP Solutions, Inc. Monday - Friday (excluding federal holidays) from 8:00 am to 6:00 pm EST at the toll-free telephone number 1-855-886-0687.

You may return any of this documentation via:

Fax: 1-800-521-5415 | **Email:** americorpschildcare@gapsi.com

Mail: AmeriCorps Child Care Program, 205 Van Buren St. Suite 205, Herndon, VA 20170

Disclaimer: Uploading the documents via the online application and Faxing are the two safest methods of sending documents over to our office. If you decide to email any of your documents, please ensure to encrypt your email before sending. Email Encryption is to protect the content from being read by entities other than the intended recipients. Please make sure not to send us the password within the encrypted email. It is advised that you send a separate email with the password.