

Checklist for Enrollment of a Department of Defense Child Care Provider

Department of Defense-Certified Providers must have the following information prior to enrollment:

Name of Provider: _____

State (if outside of North Carolina): _____

Item Needed	Provider Comments	DSS/LPA Validation Date	DCDEE Provider Manager Validation Date	Comments
NAEYC Accreditation or DoD Certification <i>(attach copy of certification/accreditation)</i>				
Date of Certification or Accreditation				
Center or Home				
Health & Safety Inspection Report (within the last 12 months) <i>(attach copy of report)</i>				
Date of Inspection				

Provider: Provide items in first column and add any necessary comments in Provider Comments column.

DSS/LPA: Submit checklist and all supporting documentation to:

DCDEE Provider Data Manager

Email: DCDEE.Subsidy.Submissions@dhhs.nc.gov

Fax: 919-715-0970