



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Subsidy Agreement Renewal Application (SARA) Document Checklist for Current Providers

Provider/Facility Name: _____

Please use this checklist as a guide to ensure all the necessary documents needed for the subsidy application are accurately uploaded to SARA.

| Check if Included | Documents Required |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Authorized Representative Form (Only complete if the authorized representative has changed since the 2015-17 year submission.) <ul style="list-style-type: none"> • Link for EIN Number www.gov-tax.com • Link for DUNS Number www.DNB.com |
| | D.C. Letter of Chief Financial Officer, Office of Tax and Revenue, Certificate of Good Standing |
| | Subrecipient Single Audit A-133 (providers with income \$ 750,000 or more) |
| | Certified Financial Statement (providers with income under \$750,000) |
| | Subrecipient Single Audit Exemption Certification if applicable |
| | Tax Registration Status Form <ul style="list-style-type: none"> • If non-profit is checked, must obtain a letter from IRS verifying 501(c)3 status. |
| | Subsidized Child Care Provider Services Form |
| | Current Accreditation Award (Only complete if the accreditation award has changed since the 2015-17 year submission.) |
| | Letter from National Accreditation Agency for Silver Tier (if applicable) |
| | Child Care Program Prospective Budget (pages 1 and 2) |
| | Staffing Pattern Form – Director’s hours included (not required for home providers) |
| | Staff Training Certification |
| | Staff Training Certification Plan of Action to Meet Requirements |
| | Parent Training and Meeting Certification |
| | Parent Training and Meeting Certification Corrective Action Plan to Meet Requirements |
| | Criminal Background Check Affirmation Form <ul style="list-style-type: none"> • All staff must complete this form |
| | Mandatory Drug and Alcohol Testing Affirmation Form <ul style="list-style-type: none"> • All staff must complete this form |
| | Traffic Record Check Affirmation Form <ul style="list-style-type: none"> • All staff must complete this form |

*****Please upload all documents in SARA by Monday, Sept. 26*****