



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
	Subsidized Child Care Provider Services Form
	Family Relationship Form
	Adult Health Certificate with Date of Expiration
	Request for Taxpayer Identification Number and Certification (W-9 Form attach only if relocated)
	Master Supplier Information Collection
	Criminal Background Check Affirmation Form
	Mandatory Drug and Alcohol Testing Affirmation Form
	Traffic Record Check Affirmation Form
	Provider Training Certification
	Provider training Certification Plan of Action to Meet Requirements
	Subrecipient Single Audit Exemption Certification

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