



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Child Day Care Centers

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying organization has any questions concerning the required documentation or the application process please feel free to call our offices at 501.835.3111.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the President/Director/Equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
 - # of employees
 - # of students/participants
 - Hours of operation
 - Length of term, curriculum
 - Special events
 - Ways of Receiving Funding
 - Any other information you wish to provide
3. Copy of 501(c) - IRS Determination
4. Copy of license from the Department of Human Services
5. Copy of latest financial statement

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records.

Applications may be submitted to DFSP via e-mail, fax, or mail.

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