Application Received Date:	Pre-Eligibility: Yes ☐ No ☐ Determined by: Provider ☐ County ☐	Case Number:

Application for Colorado Child Care Assistance Program (CCCAP)

- **Completion of this application does not guarantee you will receive child care assistance.**
- All eligibility criteria must be met for you to qualify and receive assistance.
- Please provide all requested information
- Missing information will delay your application.
- **Teen Parents:** Do not include information about your parents even if you live with them.

Section 1: Household Information

Today's Date: ____/____/_____	If you are not the parent of child(ren) for whom you are applying, are you the Primary Adult Caretaker? Are there other Adult Caretaker(s) in the household?	☐ Yes ☐ No ☐ Yes ☐ No

Primary Adult Caretaker's Last Name:	Primary Adult Caretaker's First Name:	Middle Initial:

Do any of the following apply to your current living situation? **Please complete if applicable.**	☐ Living in hotel or motel	☐Living in campground	☐ Living in shelter	☐ Living in substandard housing such as car, park, etc.
	☐ Other irregular living situation (please explain)		Date living situation began: ____/____/_____ Anticipated end date: ____/____/_____	

Residence Address:			Mailing Address: ☐ Same as residence?		
City:	State:	Zip:	City:	State:	Zip:
County:			Primary language spoken in the home:		

Contact Information: *Complete at least one*	Primary Phone: ( ) Type:☐ Home ☐Cell ☐ Voice Msg.☐ Work	Secondary Phone: ( ) Type:☐ Home ☐Cell ☐ Voice Msg.☐ Work	Email Address:

Do you or anyone else in your household receive benefits from or participate in any of the following programs?		**If no, would you like to receive more information?**
Colorado Works/TANF cash assistance	☐ Yes ☐ No	☐ Yes ☐ No
Head Start/Early Head Start	☐ Yes ☐ No	☐ Yes ☐ No
Low-Income Energy Assistance (LEAP)	☐ Yes ☐ No	☐ Yes ☐ No
Food Assistance (SNAP)	☐ Yes ☐ No	☐ Yes ☐ No
Women, Infants and Children (WIC) Program	☐ Yes ☐ No	☐ Yes ☐ No
Child and Adult Care Food Program	☐ Yes ☐ No	☐ Yes ☐ No
Medicaid/CHP+ Assistance	☐ Yes ☐ No	☐ Yes ☐ No
Housing voucher or cash assistance	☐ Yes ☐ No	☐ Yes ☐ No
Refugee Medical Assistance	☐ Yes ☐ No	☐ Yes ☐ No
Individuals with Disabilities Education (IDEA) Services Part B (3-5yrs)	☐ Yes ☐ No	☐ Yes ☐ No
Individuals with Disabilities Education (IDEA) Services Part C (0-3yrs)	☐ Yes ☐ No	☐ Yes ☐ No
Old Age Pension	☐ Yes ☐ No	☐ Yes ☐ No
Other (please explain):_____	☐ Yes ☐ No	☐ Yes ☐ No

Section 2: Primary Caretaker Information

Last Name:	First Name:	Middle Initial:
Social Security Number: _____-____-_____ (Optional)	Date of Birth (MM/DD/YYYY): ____/____/_____	Gender: ☐ Male ☐ Female

Race (optional, mark all that apply):	☐ American Indian or Alaskan Native	☐ Native Hawaiian or Pacific Islander	Ethnicity (optional): ☐ Hispanic ☐ Non-Hispanic
	☐ Asian ☐ Black	☐ White ☐ Other	

Highest Grade Completed:	☐ Less Than High School/High School Equivalency	☐ High School/High School Equivalency	☐ Associate Degree	☐ Bachelor Degree
	☐ Graduate Degree	☐ PhD/Doctorate	☐ Unknown	☐ Other _____

Marital Status:	☐ Married, Living w/Spouse	☐ Married, Not Living w/Spouse (voluntarily)	☐ Married, Not Living w/Spouse (involuntarily)	
	☐ Significant Other	☐ Single – Never Married	☐ Widowed/Widower	☐ Divorced

ACTIVITY: Check all that apply to this individual

☐ Employed	☐ Self-Employed	☐ Job Search	☐ Post-Secondary School
☐ Training/Education	☐ English as a second language	☐ GED/High School Equivalency	☐ Middle / Jr. High
☐ Disabled	☐ National Guard	☐ Military Reserves	☐ Active Military (serving full time)

Section 3: Additional Adult Caretaker/Spouse

An additional adult caretaker in the household is one who provides financial assistance and helps care for your child

Last Name:	First Name:	Middle Initial:
Social Security Number: _____-____-_____ (Optional)	Date of Birth (MM/DD/YYYY): ____/____/_____	Gender: ☐ Male ☐ Female

Relationship to the Primary Adult Caretaker:

Race (optional, mark all that apply):	☐ American Indian or Alaskan Native	☐ Native Hawaiian or Pacific Islander	Ethnicity (optional): ☐ Hispanic ☐ Non-Hispanic
	☐ Asian ☐ Black	☐ White ☐ Other	

Highest Grade Completed:	☐ Less Than High School/High School Equivalency	☐ High School/High School Equivalency	☐ Associate Degree	☐ Bachelor Degree
	☐ Graduate Degree	☐ PhD/Doctorate	☐ Unknown	☐ Other _____

Marital Status:	☐ Married, Living w/Spouse	☐ Married, Not Living w/Spouse (voluntarily)	☐ Married, Not Living w/Spouse (involuntarily)	
	☐ Significant Other	☐ Single – Never Married	☐ Widowed/Widower	☐ Divorced

ACTIVITY: Check all that apply to this individual

☐ Employed	☐ Self-Employed	☐ Job Search	☐ Post-Secondary School
☐ Training/Education	☐ English as a second language	☐ GED/High School Equivalency	☐ Middle / Jr. High
☐ Disabled	☐ National Guard	☐ Military Reserves	☐ Active Military (serving full time)

Section 4: Child Information Complete this section for <u>each</u> child in your home

Last Name:	First Name:	Middle Initial:

Social Security Number (Optional): _____-____-_____	Date of Birth (MM/DD/YYYY): ____/____/_____	Gender: ☐ Male ☐ Female	Relationship to the Primary Adult Caretaker:

Citizenship Status: ☐Citizen ☐Non-citizen ☐ Qualified Alien	Race (optional, mark all that apply):	☐ American Indian or Alaskan Native	☐ Native Hawaiian or Pacific Islander	Ethnicity (optional): ☐ Hispanic ☐ Non-Hispanic
		☐ Asian ☐ Black	☐ White ☐ Other	

Is this a child who is part of a Joint Custody agreement or another case?	☐ Yes ☐ No	Are you requesting care for this child?	☐ Yes ☐ No
Is this child part of a foster custody arrangement?	☐ Yes ☐ No		

Immunization status: ☐ Yes, Immunized ☐ No, In Process ☐ No, Religious Exemption ☐ No, Medical Exemption		
Is this child enrolled in a Head Start/Early Head Start Program? ☐ Yes ☐ No If yes, what is their enrollment start date and end date? Start:___/____/_____ End: ___/____/_____	Does this child have a disability or have additional care needs?	☐ Yes ☐ No

If your child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment?	☐Yes ☐ No
If your child is <u>not</u> receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act?	☐Yes ☐ No

Section 4 Cont'd Complete this section for <u>each</u> child in your home

Last Name:	First Name:	Middle Initial:

Social Security Number (Optional): _____-____-_____	Date of Birth (MM/DD/YYYY): ____/____/_____	Gender: ☐ Male ☐ Female	Relationship to the Primary Adult Caretaker:

Citizenship Status: ☐Citizen ☐Non-citizen ☐ Qualified Alien	Race (optional, mark all that apply):	☐ American Indian or Alaskan Native	☐ Native Hawaiian or Pacific Islander	Ethnicity (optional): ☐ Hispanic ☐ Non-Hispanic
		☐ Asian ☐ Black	☐ White ☐ Other	

Is this a child who is part of a Joint Custody agreement or another case?	☐ Yes ☐ No	Are you requesting care for this child?	☐ Yes ☐ No
Is this child part of a foster custody arrangement?	☐ Yes ☐ No		

Immunization status: ☐ Yes, Immunized ☐ No, In Process ☐ No, Religious Exemption ☐ No, Medical Exemption		
Is this child enrolled in a Head Start/Early Head Start Program? ☐ Yes ☐ No If yes, what is their enrollment start date and end date? Start:___/____/_____ End: ___/____/_____	Does this child have a disability or have additional care needs?	☐ Yes ☐ No

If your child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment?	☐Yes ☐ No
If your child is <u>not</u> receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act?	☐Yes ☐ No

Section 4 Cont'd Complete this section for <u>each</u> child in your home

Last Name:	First Name:	Middle Initial:

Social Security Number (Optional): _____-____-_____	Date of Birth (MM/DD/YYYY): ____/____/_____	Gender: □ Male □Female	Relationship to the Primary Adult Caretaker:

Citizenship Status: □Citizen □Non-citizen □ Qualified Alien	Race (optional, mark all that apply):				Ethnicity (optional): □ Hispanic □ Non-Hispanic
	□ American Indian or Alaskan Native		□ Native Hawaiian or Pacific Islander		
	□ Asian	□ Black	□ White	□ Other	

Is this a child who is part of a Joint Custody agreement or another case?	□ Yes □ No	Are you requesting care for this child?	□ Yes □ No
Is this child part of a foster custody arrangement?	□ Yes □ No		

Immunization status: □ Yes, Immunized □ No, In Process □ No, Religious Exemption □ No, Medical Exemption		
Is this child enrolled in a Head Start/Early Head Start Program? □ Yes □ No If yes, what is their enrollment start date and end date? Start:___/____/_____ End: ___/____/_____	Does this child have a disability or have additional care needs?	□ Yes □ No

If your child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment?	□Yes □ No
If your child is <u>not</u> receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act?	□Yes □ No

Section 4 Cont'd Complete this section for <u>each</u> child in your home

Last Name:	First Name:	Middle Initial:

Social Security Number (Optional): _____-____-_____	Date of Birth: ____/____/_____	Gender: □ Male □Female	Relationship to the Primary Adult Caretaker:

Citizenship Status: □Citizen □Non-citizen □ Qualified Alien	Race (optional, mark all that apply):				Ethnicity (optional): □ Hispanic □ Non-Hispanic
	□ American Indian or Alaskan Native		□ Native Hawaiian or Pacific Islander		
	□ Asian	□ Black	□ White	□ Other	

Is this a child who is part of a Joint Custody agreement or another case?	□ Yes □ No	Are you requesting care for this child?	□ Yes □ No
Is this child part of a foster custody arrangement?	□ Yes □ No		

Immunization status: □ Yes, Immunized □ No, In Process □ No, Religious Exemption □ No, Medical Exemption		
Is this child enrolled in a Head Start/Early Head Start Program? □ Yes □ No If yes, what is their enrollment start date and end date? Start:___/____/_____ End: ___/____/_____	Does this child have a disability or have additional care needs?	□ Yes □ No

If your child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment?	□Yes □ No
If your child is <u>not</u> receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act?	□Yes □ No

COPY THIS PAGE AS NEEDED FOR ADDITIONAL CHILDREN

Page _____of _____

Section 5: Primary Caretaker Work/Self-Employment Income

Do you have Work or Self-Employment income? ☐ **Yes** ☐ **No**

If YES complete the following: Please list all employment. (VERIFICATION IS REQUIRED.)

Name of caretaker	Employer or Business Name and Telephone Number	Work/Self-Employment Start Date	Self-Employed	LLC or S-Corp?	# of hours per week	How often paid	Total earnings per pay period (including tips & commissions)
			☐ Yes ☐ No	☐ Yes ☐ No			$
			☐ Yes ☐ No	☐ Yes ☐ No			$

Section 6: Additional Adult Caretaker/Spouse Work/Self-Employment Income

Do you have Work or Self-Employment income? ☐ **Yes** ☐ **No**

If YES complete the following: Please list all employment. (VERIFICATION IS REQUIRED.)

Name of caretaker	Employer or Business Name and Telephone Number	Work/Self-Employment Start Date	Self-Employed	LLC or S-Corp?	# of hours per week	How Often paid	Total earnings per pay period (including tips & commissions)
			☐ Yes ☐ No	☐ Yes ☐ No			$
			☐ Yes ☐ No	☐ Yes ☐ No			$

Section 7: Court Ordered Child Support Paid Out

Do you make child support payments for any child(ren)? ☐ **Yes** ☐ **No**

If YES complete the following: (VERIFICATION OF COURT ORDER AND PAYMENT IS REQUIRED.)

Name of person making payment	Child(ren) out to	Amount paid	How often paid
		$	
		$	

Section 8: Child Support Ordered and/or Received

Has child support been ordered and/or has it been received? ☐ **Yes** ☐ **No**

Child Name(s)	Is child support ordered?	Is child support received?	Amount of Child Support Paid	How often paid	Name of non-custodial parent
	☐ Yes ☐ No	☐ Yes ☐ No			
	☐ Yes ☐ No	☐ Yes ☐ No			

Section 9: Other Income Complete information in Section 9 for <u>each person</u> in your household.			
Individual Name:	Effective Begin Date:	Effective End Date:	Docket/Court Case # (if applicable)
	Income Source (from below):	Gross Amount	How Often is this income received?
Other Income Types: Refugee Cash Assistance Social Security (Survivor's, Disability, Retirement) Unemployment Compensation Retirement or Pension (Not SS) Insurance/Lawsuit Settlement Proceeds Interest on savings, CDs, IRAs, 401Ks Railroad Retirement Benefits Veteran's Benefits Supplemental Security Income (SSI) TANF/Colorado Works Cash Assistance Other (Describe under Individual)	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	Annuity Cash Contributions Alimony/Maintenance Lease bonus/royalties Military Allotment Strike Benefits Trust Income AmeriCorps Income Worker's Compensation Old Age Pension	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
Assets: Liquid Resources (cash on hand, money in checking or savings accounts, saving certificates, stocks or bonds, or nonrecurring lump sum payments, etc.)	☐ Yes ☐ No If yes, list amount: $_____	Non-Liquid Resources (licensed/unlicensed automobile, RVs, real property, etc.)	☐ Yes ☐ No If yes, list amount: $_____
Individual Name:	Effective Begin Date:	Effective End Date:	Docket/Court Case # (if applicable)
	Income Source (from below):	Gross Amount	How Often is this income received?
Other Income Types: Refugee Cash Assistance Social Security (Survivor's, Disability, Retirement) Unemployment Compensation Retirement or Pension (Not SS) Insurance/Lawsuit Settlement Proceeds Interest on savings, CDs, IRAs, 401Ks Railroad Retirement Benefits Veteran's Benefits Supplemental Security Income (SSI) TANF/Colorado Works Cash Assistance Other (Describe under Individual)	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	Annuity Cash Contributions Alimony/Maintenance Lease bonus/royalties Military Allotment Strike Benefits Trust Income AmeriCorps Income Worker's Compensation Old Age Pension	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
Assets: Liquid Resources (cash on hand, money in checking or savings accounts, saving certificates, stocks or bonds, or nonrecurring lump sum payments)	☐ Yes ☐ No If yes, list amount: $_____	Non-Liquid Resources (licensed/unlicensed automobile, RVs, real property, etc.)	☐ Yes ☐ No If yes, list amount: $_____

COPY THIS PAGE AS NEEDED FOR ADDITIONAL HOUSEHOLD MEMBERS
Page _____ of _____

Section 10: Adult Caretaker Training/Education/Teen Education Detail

Are you or another household member participating in a training/education activity? ☐ **Yes** ☐ **No**

If YES, complete the following: **(VERIFICATION IS REQUIRED)**

Name:		Effective Begin Date:	Effective End Date:
Number of Credits:	Training Institution:	Type of Training: ☐Adult Basic Education ☐English As A Second Language (ESL) ☐Post-Secondary Education ☐GED/High School Equivalency ☐High School/Jr. High ☐Job Skills Training ☐Certificate Program	Anticipated Completion Date:
Name:		Effective Begin Date:	Effective End Date:
Number of Credits:	Training Institution:	Type of Training: ☐Adult Basic Education ☐English As A Second Language (ESL) ☐Post-Secondary Education ☐GED/High School Equivalency ☐High School/Jr. High ☐Job Skills Training ☐Certificate Program	Anticipated Completion Date:

Section 11: Adult Caretaker Disability Detail

Are you or another Adult Caretaker disabled? ☐ **Yes** ☐ **No**

If YES, complete the following: **(VERIFICATION IS REQUIRED)**

Name:		Disability Begin Date:	Disability End Date:
Disability Type: ☐ Permanent ☐Temporary	Is this Individual able to take care of the child(ren)? ☐ Yes ☐ No	Physician Review Due Date, if applicable:	
Name:		Disability Begin Date:	Disability End Date:
Disability Type: ☐ Permanent ☐Temporary	Is this Individual able to take care of the child(ren)? ☐ Yes ☐ No	Physician Review Due Date, if applicable:	

Section 12: Adult Caretaker(s) Employment/Training/School/Job Search Schedule

Please fill in your expected schedule. If there are two adult caretakers, fill in schedules for both. If you have more than one job please list your work schedule for both jobs. (VERIFICATION IS REQUIRED.)

Example	Mon. 8:00a - 5:00p	Tues. 8:00a - 5:00p	Weds. 8:00a - 5:00p	Thurs. 8:00a - 3:00p	Fri. 8:00a - 5:00p	Sat. 8:00a-12:00p	Sun. 8:00a - 5:00p
MY SCHEDULE							
Work/Job Search							
Training/School							
2ND ADULT CARETAKER	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun
Work/Job Search							
Training/School							

Section 13: Children's Schedule for children needing care

(Do not complete for children who do not need care.)

Child Name	Child In School	Grade and School Of Attendance	Child's Schedule: Please indicate times you plan to have your child in care each day for each provider used Provider License #, Name, Address and Phone # (If known)	Mon. *8:00a – 5:00p*	Tues. *8:00a – 5:00p*	Wed. *8:00a – 5:00p*	Thurs. *8:00a – 5:00p*	Fri. *8:00a – 5:00p*	Sat. *8:00a – 5:00p*	Sun. *8:00a – 5:00p*
	☐Yes ☐No									
	☐Yes ☐No									
	☐Yes ☐No									
	☐Yes ☐No									

Authorization to Supply Information

Authorization to Supply Information

I hereby authorize the County Department of Social/Human Services, in the course of administering the social services program, to supply information to any of the entities listed below. I release the county department from any and all liability for supplying such information.

- Any child care provider I may choose to use,
- any employer for whom I currently work or have worked,
- any school or training institution I may be attending
- any housing authority
- and/or any other information that may be pertinent to my application for or receipt of public assistance programs including Head Start and Early Head Start.

Authorization to Release Information

I authorize the persons, agencies, or institutions entered below to supply information to the County Department of Social/Human Services concerning my application for or receipt of social services. I also allow inspection and reproduction of records in their possession pertaining to me by any authorized representative of the county department. I release the person, agency, or institution from any and all liability for supplying such information.

- Any child care provider I may choose to use,
- any employer for whom I currently work or have worked,
- any documentation submitted for self-employment,
- any school or training institution I may be attending,
- any housing authority,
- and/or any other information that may be pertinent to my application for or receipt of public assistance programs including Head Start and Early Head Start.

☒Signature of Client: _____ Date: _____

☒Signature of Spouse and/or Other Adult Caretaker:_____Date:_____

CLIENT RESPONSIBILITIES AGREEMENT

1. I agree to notify my child care worker in writing within ten (10) days if my total household income exceeds 85% of the State Median Income (found on www.coloradoofficeofearlychildhood.com) and report within four (4) weeks if my qualifying eligible activity changes. I understand that I must also verify these changes and that I will have to repay any benefits I received for which I was not eligible.

2. I agree that I must complete the redetermination process when it is due, including all required verification.

3. I agree that I must verify my eligible activity when there is a change in my eligible activity and at re-determination. (A schedule will be required if you are self-employed or when non-traditional care such as overnight, weekend, or evening care, is needed)

4. I agree to notify my child care worker prior to changing child care providers otherwise the county may not pay for my child care.

5. I agree to be responsible for resolving any problems I might have with my child care provider.

6. I agree to notify the County Department of Social/Human Services if I have any concerns about possible abuse or neglect of a child while in child care.

7. I understand that if any parent in my household is self-employed I/we must maintain an average income that exceeds business expenses and I agree to track and verify income, expenses, work schedule and need for care to assist in my eligibility determination.

8. I understand that if child care is provided for my employment or self-employment activity then the taxable gross wages divided by the number of hours I work must equal at least the current federal minimum wage in order to continue receiving child care.

9. I agree that if my county requires child support enforcement I will cooperate with the child support enforcement office for any child that is receiving care and has an absent parent.

10. I agree that I will use the State Attendance System as designed to check my child(ren) in and out of the child care facility.

11. I understand that a person found to have intentionally given false information by deed or omission cannot get child care assistance for twelve (12) months for the first offense, twenty-four (24) months for the second offense, and permanently for the third offense. This crime is subject to prosecution under federal and state laws.

12. PARENT FEE:
    a. I agree to pay the parent fee listed on my child care authorization notice and that it is due to the provider in the month that care is received.
    b. I understand that my parent fee is based on my income, household size and number of children in care and is subject to change upon receiving prior notice from the county.
    c. I understand that if I do not pay this fee or make acceptable payment arrangements with my childcare provider, I will lose my child care benefits at re-determination and will not be able to receive assistance with another child care provider and/or through any other county.

I/WE certify that the information on this form is correct, to the best of my knowledge. I/WE understand that failure to report required changes or misreporting information may result in the recovery and/or discontinuance of my child care benefits. I have read and agree to the conditions above for receiving assistance with my child care costs

☒ Signature of Primary Adult Caretaker: _____ Date: _____

☒ Signature of Other Adult Caretaker: _____ Date: _____

Thank you for completing this form. If you have any questions call the Child Care Assistance Program (CCAP) at your County Department of Social/Human Services.

RIGHT OF APPEAL AND FAIR HEARING

If you disagree with any action taken in regards to child care benefits, you have a right to appeal.

- If your child care benefits are denied, you must call your child care assistance worker within fifteen (15) days of the date of that denial to say that you want to appeal.
- If your child care benefits are changed, you must call your child care assistance worker within fifteen (15) days of the date of the notice of the change to say that you want to appeal.
- If your child care benefits are terminated, you must call your child care assistance worker before the effective date of the termination to say that you want to appeal.

A hearing will be scheduled by the county department. At the hearing, you will be given an opportunity to present your case. If you appeal the decision or change, the person who officiates at the hearing shall not be the originator of the change or decision.

Before you decide to request a county hearing, we encourage you to talk with your county department child care worker first, and then the worker's supervisor. Often your questions and concerns can be settled by talking to the county staff responsible for making the change in your child care subsidy.

If after you completed a county hearing you still disagree with the decision, you may appeal the decision to the State by following these steps:

1. Write a letter to:

   Office of Administrative Courts
   1525 Sherman Street
   4th Floor
   Denver, CO 80203

2. You must appeal the county decision within 15 days of the mail date on the Notice of County Hearing Decision.

3. In the letter you need to state that you want to appeal the county hearing decision and why you want to appeal the decision. If you need help doing this you can ask anyone to help you, or talk to a legal aid office, or ask your County Social/Human Services representative to help you.

4. The Office of Administrative Courts will schedule a date for the appeal hearing if it is determined the request was filed timely. You will receive a letter from the Office of Administrative Courts explaining the next steps, who may come with you, who may present testimony and other information about the hearing.

You should be aware that the state and county are required to attempt to collect all benefits provided for which you were not eligible.

Discrimination

If you believe that you have been discriminated against because of race, color, sex, age, religion, political beliefs, national origin, or handicap, you have a right to file a complaint with:

Office for Civil Rights

U.S. Department of Health & Human Services

1961 Stout Street – Room 1426

Denver, Colorado 80294

(303) 844-2024 or (303) 844-3439 (TDD)

Keep this page for your reference

"Eligibility Check List"
Colorado Child Care Assistance Program (Low Income)

This form will tell you what documents are necessary to determine your eligibility for CCCAP (Low Income category of child care assistance). Please submit these verifications right away, but no later than thirty (30) days after the application date.

Failure to turn in the necessary information may result in the denial of your application.

Required Verification

The following information is **required** for your CCCAP application to be processed:

_____ 1. **Earned Income**

A. Verify the last thirty (30) days of income by copies of check stubs, wage printout, or written verification from employer.

If the prior thirty (30) day period does not provide an accurate indication of anticipated income, a county can require evidence of up to twelve (12) of the most recent months of income. An adult caretaker may also provide evidence of up to twelve (12) of the most recent months of income if they choose to do so if such evidence more accurately reflects the adult caretaker's current income level.

B. In addition, you must have the provided employment verification letter completed and **signed by your employer.**

C. Self-employed: Profit & Loss statements; balance sheets or ledgers showing ongoing totals for income and expenses; copies of all receipts for all income & expenses; number of hours worked each week and work schedule (days/times).

n/a 2. **Employer verified Work Schedule (if needing care outside of M-F 6a-6p)**

The employer may include the work schedule on the provided employment verification letter. This must include days and times of availability, if schedule varies.

_____ 3. **Unearned Income**

Examples: Child Support, Worker's Compensation, Unemployment Benefits, Social Security Survivor and Disability benefits, VA benefits, GI bill monies etc. Verification includes award letters, check stubs etc.

_____ **4. School/College**
Completed School/College letter with expected grad date; Class Schedule (days & times); Financial Aid Award letter; proof of military monies for education (GI Bill etc); Employer signed Work-Study letter with work schedule

_____ **5. Child Care Provider**
Name of Child Care Provider with whom **you have verified enrollment** and started paperwork. If provider is a friend or relative who is not licensed and contracted with El Paso County, complete and return "Selection of qualified unlicensed provider" form. This form must be requested from CCCAP.

_____ **6. Client Responsibility Agreement (form SS-5)**

_____ 7. **CCCAP Application**
Complete **all** sections/pages of the application, complete page 3 for each child or 2nd adult in the home (copies may be needed) and sign all 3 signature areas of the application.

_____ **8. Identification**
Photo I.D. for self, spouse, caretaker relative, guardian and any other adult caretaker in the household.

_____ **10. Citizenship/Legal Alien Status**
Verification of **citizenship or legal alien status** is required for children. This is usually a birth certificate.

_____ **11. Child Support Enforcement Referral Form:** Must be completed and signed by the applicant(s). Teen parents and victims of domestic violence may be exempt, please ask for an exemption form

_____ **12. Proof of Residency/Address**
Proof of your address may be a lease, mortgage statement, current utility bill, voter registration card, vehicle registration, current paycheck with address, etc.

_____ **13. Proof of Shared Custody Schedule (if applicable)** Divorce, court papers etc.

Staff has 15 days to process your application from the date of county receipt.
You will be contacted by mail regarding your status.

Questions about your CCCAP application?
CCCAP Staff are available by telephone from 8am to 4pm M-F at 444-8178.
Where do I turn in my verifications?
Verifications can be faxed to 444-8108, emailed to DHSCCCAPinbox@elpasoco.com (this is a non-reply email address), mailed to or dropped off at our office located at 1675 W Garden of the Gods Rd. Colorado Springs, CO 80907

EPC-AP-ADC-4 (Rev: 09-2017)

Request for Employment and Earnings Verification

For Office Use Only:	From:
Case Name_____	**El Paso County**
Case Number _____	**Department of Human Services**
Technician (Case Manager) _____	**P.O. Box 2692**
	Colorado Springs, CO 80901

RELEASE

I give my permission for (employer)_____
to release this information to El Paso County Department of Human Services.

Signature: _____ Date: _____

Employee Name (Print):_____ Social Security No. _____

Place of Employment:_____

Job Title:_____

Address:_____

Telephone Number:_____

Effective Date of Employment:_____

Pay Periods *(Mark one)*

____ Once a month ___ Once a week
____ Every two weeks ___ Twice a month

Day of week paid: _____
Rate of hourly pay: $_____
Hours worked per week: _____
Date of first check: _____
Is health insurance available? ❒ yes ❒ no
Is paid sick/vacation available? ❒ yes ❒ no

Work Schedule

Please be specific and state ALL possible shifts and/or hours and days:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

❒ Please provide wage information for the period specified on the back. Payroll records are also acceptable.

❒ If **NOT** currently employed by your firm:

Date of termination:_____
Reason for termination: _____
Date of final pay: _____
Gross amount of final pay: $_____

Please complete and return this form in 5 days. Thank you for your cooperation.

Signature of employer/representative _____

Please print name of employer/representative _____

Title _____ Phone _____ Date _____

-over-

Please provide wages **paid** during the following period

_____ through _____

Indicate in the last column any separate pay for: ____Vacation
____ Bonus
____
____ Tips
____ Earned Income Credit

Pay Period					
Pay Date	Beginning	Ending	Gross Amount	Hours	*Other Pay

Please indicate if there are any non-taxable benefits such as a 401K Retirement being deducted.

_____ Yes Amount per month $_____ _____ No

CHILD CARE PROVIDER INFORMATION

Provider Name : _____ Provider's License ID #: _____

Address: _____ Telephone: _____

Start date of care: _____

CHILD INFORMATION

Child Name	Age	*What days of the week is your child in need of care? * Do they need Full time care (MORE than 5 hrs. per day) or Part time care (LESS than 5 hrs. per day)? *Is care needed for days, nights and/or weekends? **Example:** **Mon-Fri FT Days**	*What grade is the child in? *½ day or full day Kindergarten (if school aged)	Name of school & school district # (if school aged)

Is care needed for before and/or after school? _____Yes _____No

Is care needed for days school is closed? _____Yes _____ No

Will provider transport your child/children to school or to another provider? _____ Yes _____ No

PARENT/GUARDIAN INFORMATION

Parent Name: _____ Parent signature_____

Date _____ Email Address _____

EL PASO COUNTY

COMMISSIONERS
MARK WALLER, (CHAIR)
LONGINOS GONZALEZ, JR., (VICE-CHAIR)

HOLLY WILLIAMS
STAN VANDERWERF
CAMI BREMER

DEPARTMENT OF HUMAN SERVICES
JULIE KROW
EXECUTIVE DIRECTOR

Name of School/College: _____

Address: _____

Telephone Number: _____

School is Accredited by: _____

Effective Date of Enrollment: _____

The following information is needed to verify that **(print name of student):** _____ is eligible for Day Care Services. Please be as specific as possible. **SS#:** _____

1. Does student already hold a college degree? _____
   If yes, type and from what college? _____
2. Course of Study: _____
3. ***Anticipated* Graduation Date** (month/year): _____
4. **State specific job skills** that will be obtained. _____
5. Upon completion, the student will receive: (Circle one)

   Associates Degree Bachelor's Degree Certificate High School Diploma
   GED Master's Degree Other _____

_____ _____ _____
Signature of Academic Advisor Title Date

_____
Please Print Name of Academic Advisor

RELEASE

I give my permission for (school) _____ to release this information to El Paso County Department of Human Services.

Signature: _____ Date: _____

Client must attach:

1) Financial Aid Award Letter
2) Official class schedule for *current* semester
3) Verification of Work Study Hours (if applicable)
4) Satisfactory progress reports at the end of each semester.

++ ***Verifications must be submitted <u>before</u> the beginning of <u>each</u> semester.*** ++

For Office Use Only

Case Number: _____ Worker: _____

EPC-SVS-DC-12 CCCAP (Rev. 1/12/2018)

CITIZENS' SERVICE CENTER
1675 W. GARDEN OF THE GODS RD. 3RD FL. COLORADO SPRINGS, CO 80907-9444
MAIN: (719) 636-0000

Revised 10/22/2018

CCCAP Eligibility Information.

1. **Are you presently receiving Colorado Works/TANF, or Diversion II?**
   If yes, you must request Child Care Assistance through your technician in that program.

2. **Are you presently receiving Child Care Assistance?**
   If yes, you must contact your current Child Care Technician.

3. **To be eligible for Low Income CCCAP, you must be in an eligible activity.** Employment, being a teen in high school/GED and school/college are eligible activities. If yours is a 2 adult family, both adults must be in an eligible activity or one adult incapacitated and cannot care for the child/ren (medical verification will be required). In addition, the total family gross income must be under the maximum income guidelines for the family size as listed below.

4. **You are within the required income guidelines to receive child care subsidies if your family's TOTAL Monthly Gross Income is within the maximum defined below:**

Number of Persons In Family	Maximum Gross Monthly Income
2	$ 2537.58
3	$ 3203.58
4	$ 3869.58
5	$ 4535.58
6	$ 5201.58
7	$ 5867.58
8	$ 6533.58
9	$ 7199.58

Effective. 10/1/2018

To calculate income:
Example
Weekly Gross X 4.33 =
Total Monthly Gross Income

5. **Are the children who will use child care under the age of 13?**
   If so, the children needing child care are within the age guidelines for child care subsidies. Children who are 13 or over but under the age of 19 and meet the "special needs" criteria, have written verification from a physician/other appropriate professional and from the child care provider, may be eligible.

6. **Is the Child Care Assistance for Job Searching?**
   Job Search at application is not an eligible activity in El Paso County. You must be in the eligible activity of employment, teen parent in high school/GED or school/college to potentially be eligible for CCCAP.

7. **Is the Child Care Assistance for Adult GED, job training or post-secondary education?**
   You may receive up to 104 weeks of child care benefits while in an accredited college (Bachelors degree or less) or accredited job skills training program. You may also receive up to 52 weeks of child care benefits while in an adult GED, high school diploma, English as a Second Language or other basic skills program

8. **Are you the biological parent, a legally established guardian, a blood or adoptive relative, or unrelated individual who is taking the place of a parent and need child care for a child/ren?**
   An unrelated individual who is taking the place of a parent must obtain an affidavit from the child's biological parent or legal guardian which identifies the unrelated individual as the child's primary caretaker.

Verification needed – specifically defined:

1. **Earned Income. 1.** Verify the last thirty (30) days of income by copies of check stubs, wage printout, or written verification from employer. If, the prior thirty (30) day period does not provide an accurate indication of anticipated income, a county can require evidence of up to twelve (12) of the most recent months of income. An adult caretaker may also provide evidence of up to twelve (12) of the most recent months of income if they choose to do so if such evidence more accurately reflects the adult caretaker's current income level. **2.** In addition, have your employer complete and sign the Request for Employment and Earnings Verification Letter (includes work schedule, how often paid etc)
2. **Unearned Income.** Verify in writing any unearned income, such as child support, Social Security, Workmen's Compensation, Unemployment Benefits, pensions and annuities, educational loans and grants, financial awards letter, military benefits etc.
3. **Self-employment income. 1.** Net income from self-employment (copies of gross receipts minus operating expenses for the prior 30 days, ongoing balance sheets or ledgers showing totals for income and expenses for prior 30 days from one's own business, professional enterprise, or partnership). Expenses include costs of goods purchased, rent & utilities (business), upkeep of necessary equipment, business taxes (not personal tax). If, the prior thirty (30) day period does not provide an accurate indication of anticipated income, a county can require evidence of up to twelve (12) of the most recent months of income. An adult caretaker may also provide evidence of up to twelve (12) of the most recent months of income if they choose to do so if such evidence more accurately reflects the adult caretaker's current income level. **2.**You must also verify your work schedule and must be making at least minimum wage.
4. **Proof of Residency/Address in El Paso County –** lease, mortgage statement, utility bill, paycheck stub etc.
5. **School/College verification**. School verification form, class schedule with days/times, financial aid award letter, Veterans/GI bill verification
6. **Teen Parent.** A teen parent is someone under 19 years of age, or under 21 years of age if attending high school, GED program, or junior/middle school.
7. **Child Care Provider:** If you need help finding a provider please visit www.coloradoshines.com or call 1-877-338-2273 for an individualized referral.
8. **Identification and Citizenship:** Picture ID is required from the applicant/parent. Proof of citizenship or legal alien status of the children requesting care is also required.

IMPORTANT

You are personally responsible for the cost of child care until you are approved. If approved, you and your child care provider will receive written authorization from CCCAP. If you cannot afford to privately pay your provider, please make alternate arrangements for child care until you have been approved.

Questions about your CCCAP application?

CCCAP Staff are available by telephone from 8am to 4pm M-F at 444-8178.

Where do I turn in my verifications?

Verifications can be faxed to 444-8108, emailed to DHSCCCAPinbox@elpasoco.com (this is a non-reply email address), mailed to or dropped off at our office located at 1675 W Garden of the Gods Rd. Colorado Springs, CO 80907