

**COLORADO DEPARTMENT OF HUMAN SERVICES  
COLORADO CHILD CARE ASSISTANCE PROGRAM  
(CCCAP)**

**RE-DETERMINATION OF ELIGIBILITY FORM**

You received this form so the County Department of Social/Human Services can update your eligibility for child care assistance. Please note that failure to complete a re-determination and to supply required documentation will result in the discontinuation of your child care benefits.

**Please complete and return this form as soon as you receive it. If we do not receive this form and all required verification by \_\_\_\_\_ your CCCAP case will close and child care assistance will no longer be authorized as of \_\_\_\_\_. (Volume 3, Section 3.905.5)**

**Section 1:**

Date: \_\_\_\_\_  
Primary Adult Caretaker Name: \_\_\_\_\_ Case #: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Has your residence address changed? \_\_Yes \_\_No  
If Yes, your new residence address is: \_\_\_\_\_

|   |   |   |   |  |
|---|---|---|---|--|
| Do Any of the following apply to your current living situation? | <input type="checkbox"/> Living in hotel or motel                           | <input type="checkbox"/> Living in campground | <input type="checkbox"/> Living in shelter  | <input type="checkbox"/> Living in substandard housing such as car, park, etc. |
|   | <input type="checkbox"/> Have a temporary living situation (please explain) |   | Date living situation began: _____/_____/_____<br>Anticipated end date: _____/_____/_____ |  |

**Section 2:**

**EMPLOYMENT (include the last thirty (30) days of pay stubs for verification)**

Primary adult caretaker's name: \_\_\_\_\_

1. Are you working?  
\_\_\_ Yes      If Yes, where? \_\_\_\_\_ Phone \_\_\_\_\_  
                  How often are you paid? \_\_\_\_\_  
\_\_\_ No      If no, when did you stop working (date)? \_\_\_\_\_
2. Do you have a second job?  
\_\_\_ Yes      If Yes, where? \_\_\_\_\_ Phone \_\_\_\_\_  
                  How often are you paid? \_\_\_\_\_  
\_\_\_ No
3. Do you have a new job? (*Attach employment verification letter from employer*)  
\_\_\_ Yes      If Yes, fill in the following:      Start Date \_\_\_\_\_  
\_\_\_ No      Employer's name \_\_\_\_\_ Phone \_\_\_\_\_

Is the new job in addition to the old job? \_\_\_ Yes \_\_\_ No

4. Are there two adult caretakers in your home? (If you are a teen parent do not include your parents)  
\_\_\_\_\_ Yes \_\_\_\_\_ No **If Yes, answer questions 5 - 7**

Second adult caretaker's name: \_\_\_\_\_

5. Is he/she working?

\_\_\_ Yes If Yes, where? \_\_\_\_\_ Phone \_\_\_\_\_

How often are you paid? \_\_\_\_\_

\_\_\_ No If no, when did you stop working (date)? \_\_\_\_\_

6. Does he/she have a second job?

\_\_\_ Yes If Yes, where? \_\_\_\_\_ Phone \_\_\_\_\_

How often are you paid? \_\_\_\_\_

\_\_\_ No

7. Does he/she have a new job? (*Attach employment verification letter from employer*)

\_\_\_ Yes If Yes, fill in the following: Start Date \_\_\_\_\_

\_\_\_ No Employer's name \_\_\_\_\_ Phone \_\_\_\_\_

Is the new job in addition to the old job? \_\_\_ Yes \_\_\_ No

---

### Section 3:

#### EDUCATION/TRAINING

Primary adult caretaker name: \_\_\_\_\_

8. Are you in training? \_\_\_ Yes \_\_\_ No Where? \_\_\_\_\_

Are you in school? \_\_\_ Yes \_\_\_ No Where? \_\_\_\_\_

Second adult caretaker name (If applicable): \_\_\_\_\_

9. Are you in training? \_\_\_ Yes \_\_\_ No Where? \_\_\_\_\_

Are you in school? \_\_\_ Yes \_\_\_ No Where? \_\_\_\_\_

---

### Section 4:

#### JOB SEARCH/DISABILITY

Primary adult caretaker name: \_\_\_\_\_

10. Are you looking for a job? \_\_\_ Yes \_\_\_ No If yes, start date? \_\_\_\_\_

Are you disabled? \_\_\_ Yes \_\_\_ No If yes, start date? \_\_\_\_\_

If yes, is the disability \_\_\_ permanent or \_\_\_ temporary? If temporary, end date? \_\_\_\_\_

Are you on maternity leave? \_\_\_ Yes \_\_\_ No If yes, start date? \_\_\_\_\_

If yes, expected end date? \_\_\_\_\_

Second adult caretaker name (If applicable): \_\_\_\_\_

11. Is he/she looking for a job? \_\_\_ Yes \_\_\_ No If yes, start date? \_\_\_\_\_

Is he/she disabled? \_\_\_ Yes \_\_\_ No If yes, start date? \_\_\_\_\_

If yes, is the disability \_\_\_ permanent or \_\_\_ temporary? If temporary, end date? \_\_\_\_\_

Is he/she on maternity leave? \_\_\_ Yes \_\_\_ No If yes, start date? \_\_\_\_\_

If yes, expected end date? \_\_\_\_\_

**Section 5:**

**HOUSEHOLD INFORMATION**

List ALL people in your household:

| Last Name, First Name, Middle Initial | How related to you? | Gender<br>M/F | Date of<br>Birth | Children's<br>Immunization<br>information:<br>(codes below) |
|---------------------------------------|---------------------|---------------|------------------|---|
|                                       | <b>SELF</b>         |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |
|                                       |                     |               |                  |   |

**Immunization record codes:** **IM:** Child Immunized **ME:** Medical Exemption **RE:** Religious Exemption **OT:** Other (explain)

Are any of the people listed above new to your household? \_\_\_ Yes \_\_\_ No  
 If yes, complete the following information:

**Newly added adults (If applicable) use additional paper if necessary and include all requested information**

| Date<br>Entered<br>Home | Last Name, First Name | Social Security Number<br>(optional) | Military Status  | Marital<br>Status (see<br>codes<br>below) | Hispanic or<br>Latino<br>(Y/N) | Race(s)<br>List all that<br>apply, (see<br>codes<br>below) |
|-------------------------|-----------------------|--------------------------------------|--|---|--------------------------------|--|
|                         |                       |                                      | <input type="checkbox"/> Active Military<br>(serving full time)<br><input type="checkbox"/> Military Reserves<br><input type="checkbox"/> National Guard |   |                                |  |
|                         |                       |                                      | <input type="checkbox"/> Active Military<br>(serving full time)<br><input type="checkbox"/> Military Reserves<br><input type="checkbox"/> National Guard |   |                                |  |

**Race codes (use all that apply):** **A**-Asian, **B**-Black/African American, **H**- Hispanic I: American Indian/Alaska Native **P**-Native Hawaiian/Other Pacific Islander, **W**-White

**Marital Status Codes:** **D**-Divorced, **M**-Married, **S**-Single, **P**-Separated, **W**-Widowed

**Newly added dependents/children (If applicable)**

| Date Entered Home | Last Name, First Name | Social Security Number (Optional) | Hispanic or Latino (Y/N) | Race(s) (List all that apply, see codes below) | Care needed for this child? (Y/N) | Disabled child? (Y/N) | Date of Birth | Immunization information: (codes below) |
|-------------------|-----------------------|-----------------------------------|--------------------------|--|-----------------------------------|-----------------------|---------------|---|
|                   |                       |                                   |                          |  |                                   |                       |               |   |

If this 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 this child is not 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

Name of Parent(s) outside of household who may have duty for child support:  
**Last:** \_\_\_\_\_ **First:** \_\_\_\_\_

| Date Entered Home | Last Name, First Name | Social Security Number (Optional) | Hispanic or Latino (Y/N) | Race(s) (List all that apply, see codes below) | Care needed for this child? (Y/N) | Disabled child? (Y/N) | Date of Birth | Immunization information: (codes below) |
|-------------------|-----------------------|-----------------------------------|--------------------------|--|-----------------------------------|-----------------------|---------------|---|
|                   |                       |                                   |                          |  |                                   |                       |               |   |

If this 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 this child is not 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

Name of Parent(s) outside of household who may have duty for child support:  
**Last:** \_\_\_\_\_ **First:** \_\_\_\_\_

| Date Entered Home | Last Name, First Name | Social Security Number (Optional) | Hispanic or Latino (Y/N) | Race(s) (List all that apply, see codes below) | Care needed for this child? (Y/N) | Disabled child? (Y/N) | Date of Birth | Immunization information: (codes below) |
|-------------------|-----------------------|-----------------------------------|--------------------------|--|-----------------------------------|-----------------------|---------------|---|
|                   |                       |                                   |                          |  |                                   |                       |               |   |

If this 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 this child is not 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

Name of Parent(s) outside of household who may have duty for child support:  
**Last:** \_\_\_\_\_ **First:** \_\_\_\_\_

**Race codes (use all that apply):** **A**-Asian, **B**-Black/African American, **H**- Hispanic **I**: American Indian/Alaska Native **P**-Native Hawaiian/Other Pacific Islander, **W**-White

**Immunization record codes** **IM**: Child Immunized **ME**: Medical Exemption **RE**: Religious Exemption **OT**: Other (explain)

**Are any of the children listed above not U.S. citizens? \_\_\_ Yes \_\_\_ No** If yes, please provide the following:

| Child's name | Date of Birth | Alien Registration Information |
|--------------|---------------|--------------------------------|
|              |               | <b>A</b>                       |
|              |               | <b>A</b>                       |

**Are any of the children listed above a part of a Joint Custody or Foster Custody Arrangement?**

\_\_\_ Yes \_\_\_ No If yes, please provide the following:

| Child's name | Joint Custody or Foster Custody?   | Date Moved into custody arrangement |
|--------------|--|-------------------------------------|
|              | <input type="checkbox"/> Joint Custody <input type="checkbox"/> Foster Custody |                                     |
|              | <input type="checkbox"/> Joint Custody <input type="checkbox"/> Foster Custody |                                     |

Has anyone left your household?      Yes      No If yes, please provide the following:

| Name | Date left | Reason for Leaving |
|------|-----------|--------------------|
|      |           |                    |
|      |           |                    |
|      |           |                    |

**Section 6:**

Other Benefit Program Information

| 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  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Head Start/Early Head Start  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Low-Income Energy Assistance (LEAP)  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Food Assistance (SNAP)   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Women, Infants and Children (WIC) Program  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Child and Adult Care Food Program  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Medicaid/CHP+ Assistance   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Housing voucher or cash assistance   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Refugee Medical Assistance   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Individuals with Disabilities Education (IDEA) Services Part B (3-5yrs)  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Individuals with Disabilities Education (IDEA) Services Part C (0-3yrs)  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Old Age Pension  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other (please explain): _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Section 7:**

EMPLOYMENT OR EDUCATION/TRAINING SCHEDULE(S)

Please fill in your employment or education/training schedule. If there are two adult caretakers in your household, fill in schedules for both adult caretakers. If you have more than one job, please be sure to include schedules for all employment.

| Example:<br>Schedule:<br>Hours: | Mon. (am/pm)<br>8:00 - 5:00<br>9 | Tues. (am/pm)<br>8:00 - 3:00<br>7 | Weds. (am/pm)<br>8:00 - 5:00<br>9 | Thurs. (am/pm)<br>8:00 - 3:00<br>7 | Fri. (am/pm)<br>8:00 - 5:00<br>9 | Sat.<br>0<br>0 | Sun.<br>0<br>0 |
|---------------------------------|----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------|----------------|
| <b>MY SCHEDULE</b>              | <b>Mon.</b>                      | <b>Tues.</b>                      | <b>Weds.</b>                      | <b>Thurs.</b>                      | <b>Fri.</b>                      | <b>Sat.</b>    | <b>Sun.</b>    |
| Work                            |                                  |                                   |                                   |                                    |                                  |                |                |
| # Hours                         |                                  |                                   |                                   |                                    |                                  |                |                |
| Education/Training              |                                  |                                   |                                   |                                    |                                  |                |                |
| # Hours                         |                                  |                                   |                                   |                                    |                                  |                |                |
| <b>2ND ADULT CARETAKER</b>      | <b>Mon.</b>                      | <b>Tues.</b>                      | <b>Weds.</b>                      | <b>Thurs.</b>                      | <b>Fri.</b>                      | <b>Sat.</b>    | <b>Sun.</b>    |
| Work                            |                                  |                                   |                                   |                                    |                                  |                |                |
| # Hours                         |                                  |                                   |                                   |                                    |                                  |                |                |
| Education/Training              |                                  |                                   |                                   |                                    |                                  |                |                |
| # Hours                         |                                  |                                   |                                   |                                    |                                  |                |                |

If your schedule varies please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 8:**

**CHILDREN'S SCHEDULE(S)**

Please fill in each child's schedule. Please indicate when you plan to have your child in care each day for each provider used (if more than one). Note that care will be approved based on eligibility and please attach a copy of each school-aged child's school calendar/schedule.

|   |                     |                      |                      |                       |                     |                       |                     |
|---|---------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|---------------------|
| Child's Name:   |                     |                      |                      |                       |                     | Effective Begin Date: | Effective End Date: |
| Provider Name and License #:  |                     |                      |                      |                       |                     |                       |                     |
| Provider Address:   |                     |                      |                      |                       |                     |                       |                     |
| Example:  | <i>Mon. (am/pm)</i> | <i>Tues. (am/pm)</i> | <i>Weds. (am/pm)</i> | <i>Thurs. (am/pm)</i> | <i>Fri. (am/pm)</i> | <i>Sat.</i>           | <i>Sun.</i>         |
| Schedule:   | 8:00 - 5:00         | 8:00 - 3:00          | 8:00 - 5:00          | 8:00 - 3:00           | 8:00 - 5:00         | 0                     | 0                   |
| Hours:  | 9                   | 7                    | 9                    | 7                     | 9                   | 0                     | 0                   |
| Day   | Mon.                | Tues.                | Weds.                | Thurs.                | Fri.                | Sat.                  | Sun.                |
| Schedule  |                     |                      |                      |                       |                     |                       |                     |
| # Hours   |                     |                      |                      |                       |                     |                       |                     |
| Is this child enrolled in a Head Start/Early Head Start Program? <input type="checkbox"/> Yes <input type="checkbox"/> No |                     |                      |                      |                       |                     |                       |                     |
| If yes, what is their enrollment start date and end date?<br>Start: ___/___/_____ End: ___/___/_____                      |                     |                      |                      |                       |                     |                       |                     |

**CHILDREN'S SCHEDULE(S)**

Please fill in each child's schedule. Please indicate when you plan to have your child in care each day for each provider used (if more than one). Note that care will be approved based on eligibility and please attach a copy of each school-aged child's school calendar/schedule.

|   |                     |                      |                      |                       |                     |                       |                     |
|---|---------------------|----------------------|----------------------|-----------------------|---------------------|-----------------------|---------------------|
| Child's Name:   |                     |                      |                      |                       |                     | Effective Begin Date: | Effective End Date: |
| Provider Name and License #:  |                     |                      |                      |                       |                     |                       |                     |
| Provider Address:   |                     |                      |                      |                       |                     |                       |                     |
| Example:  | <i>Mon. (am/pm)</i> | <i>Tues. (am/pm)</i> | <i>Weds. (am/pm)</i> | <i>Thurs. (am/pm)</i> | <i>Fri. (am/pm)</i> | <i>Sat.</i>           | <i>Sun.</i>         |
| Schedule:   | 8:00 - 5:00         | 8:00 - 3:00          | 8:00 - 5:00          | 8:00 - 3:00           | 8:00 - 5:00         | 0                     | 0                   |
| Hours:  | 9                   | 7                    | 9                    | 7                     | 9                   | 0                     | 0                   |
| Day   | Mon.                | Tues.                | Weds.                | Thurs.                | Fri.                | Sat.                  | Sun.                |
| Schedule  |                     |                      |                      |                       |                     |                       |                     |
| # Hours   |                     |                      |                      |                       |                     |                       |                     |
| Is this child enrolled in a Head Start/Early Head Start Program? <input type="checkbox"/> Yes <input type="checkbox"/> No |                     |                      |                      |                       |                     |                       |                     |
| If yes, what is their enrollment start date and end date?<br>Start: ___/___/_____ End: ___/___/_____                      |                     |                      |                      |                       |                     |                       |                     |

COPY THIS PAGE AS NEEDED FOR ADDITIONAL CHILD SCHEDULES.

**Section 9:**

**INCOME QUESTIONS:** List ALL income. If there is no income enter a zero.

Fill in your total family income per month:

| Income Type   | My Income | 2nd Adult caretaker Income | Income Type  | My Income | 2nd Adult caretaker Income |
|---|-----------|----------------------------|--|-----------|----------------------------|
| Wages (before taxes)  | \$        | \$                         | Social Security survivor's benefits, permanent disability insurance payments     | \$        | \$                         |
| Self-employed income  | \$        | \$                         | Lease bonuses & royalties  | \$        | \$                         |
| Tips or _____ % Commission  | \$        | \$                         | Military allotments  | \$        | \$                         |
| Child Support   | \$        | \$                         | Strike benefits  | \$        | \$                         |
| Alimony Payment   | \$        | \$                         | Dividends, interest, income from estates or trusts, net rental income, royalties | \$        | \$                         |
| Liquid Resources (cash on hand, money in checking or savings accounts, saving certificates, stocks or bonds, or nonrecurring lump sum payments, etc.) | \$        | \$                         | Retirement and pension payments (Veteran's, Social Security pensions)            | \$        | \$                         |
| Non-Liquid Resources (licensed/unlicensed automobile, RVs, real property, etc.)   | \$        | \$                         | Unemployment insurance   | \$        | \$                         |
| Worker's compensation   | \$        | \$                         | Other income   | \$        | \$                         |
|   |           |                            | TOTAL INCOME   | \$        | \$                         |
|   |           |                            | TOTAL FAMILY INCOME  | \$        |                            |

**OTHER INCOME** (If applicable) Do you or anyone in your household receive any of the following income? If Yes, please complete the table below.

| 1. Housing voucher or cash assistance  | <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. Food stamp assistance               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> No, I would like to apply | 3. Refugee cash assistance or medical assistance | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|--|--|--|--|
| 4. Colorado Works/TANF cash assistance | <input type="checkbox"/> Yes <input type="checkbox"/> No | 5. Supplemental Security Income (SSI)  | <input type="checkbox"/> Yes <input type="checkbox"/> No   | 6. Low-income energy assistance (LEAP)           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Old age pension                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. Americorp Income                    | <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |
| Name of person receiving income        |  | Type of income (use number from above) |  | How often received? (Monthly, weekly, etc.)      |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Other changes or comments you want to make:

---



---



---

---

Authorization to Supply Information

I hereby authorize the County Department of Social 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 child care 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 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 child care 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](http://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.



## 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**  
**4<sup>th</sup> 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.**