



Child Care Assistance Program (CCAP) Waitlist Frequently Asked Questions

As of July 2024

1. Why are families being placed on the Child Care Assistance Program waitlist?

Children who are experiencing homelessness, children of families participating in STEP or Early Head Start-Child Care Partnerships, children in foster care, and special needs children, if eligible, will not be placed on the waitlist.

At this time, the number of families who have applied and are eligible for the program is greater than the funds available to serve families. The waitlist has been established so eligible families can access seats as soon as funding is available.

2. When did the waitlist take effect?

The waitlist took effect for families who applied for CCAP on or after October 1, 2022. An eligibility determination has already been made for all families placed on the waitlist between October 1, 2022, to June 30, 2023.

3. What does a family need to do to be placed on the waitlist?

Families must submit a complete application along with all required verification. Once received, an eligibility determination will be made. If the family's application is determined eligible for Child Care Assistance the case will be placed on the waitlist based on the application date.

4. Is there a limit to the number of families that can be placed on the waitlist?

Not at this time. All eligible families will be certified to the waitlist and will remain on the waitlist until funds become available.

5. Are families notified of their position on the waitlist?

Once a family application is determined eligible, families will receive notification that their case has been placed on the waitlist and will be prioritized based on their application date. Families will be notified in writing when funds become available at a later date.

6. What verification documents are needed to be removed from the waitlist?

When funds become available families will receive a notice from the Department to verify continued eligibility for the Child Care Assistance Program and additional verification may be requested. The required verification may include, but is not limited to, income verification such as check stubs, CCAP 10, Change Form, to update provider or address (if applicable), changes to educational and/or training status (if applicable), etc.



7. How long does the family have to return the requested verifications once notified?

The requested verification must be returned within 10 business days of the date on the notice.

8. What happens if the requested verification is not returned within 10 business days on the date of the notice?

If requested verifications are not returned within 10 business days from the date on the notice, the family must reapply and be placed back on the waitlist if eligible.

9. When it is time for a family's eligibility to be redetermined, will they be placed on the waitlist?

Families currently receiving CCAP will not be placed on the waitlist when it is time to re-certify their eligibility. They will continue to receive services if eligible.

10. Are any families exempt from the waitlist?

Children who are experiencing homelessness, children of families participating in TANF/STEP or Early Head Start-Child Care Partnerships, children in foster care, and children with disabilities, if eligible, will not be placed on the waitlist.

11. What happens if funds are not available and exempt families continue to apply?

The Department will manage funds so that families exempt from the waitlist will receive services.

12. When funds become available, how long does a family have to find a child care facility?

The family has 30 calendar days to enroll their child in a child care facility or they will have to reapply for eligibility and the funds will be available for the next family on the list.

13. What if there is not an opening with the eligible family's preferred child care once they are notified that funds are available?

If the preferred child care provider does not have an opening, the family will be required to find an alternate child care provider. CCAP staff will provide the eligible family with information about other child care options. When an opening becomes available at the family's first choice, the family may submit a CCAP10 Change Form, to change the provider option.

14. How do I report household changes such as an increase/decrease in household income and/or members while on the waitlist? Will I need to reapply?

While on the waitlist, families can submit a [CCAP-10 Report of Change](#) form to report changes in contact information, address, employment status, education status, or household composition.

15. If an eligible family enrolls their child with a qualified CCAP provider while on the waitlist, will the provider be reimbursed for the time the family is on the list?

No. The Child Care Assistance Program is not responsible for the cost of care while an eligible family



is on the waitlist.

19. I am currently looking for employment. Should I apply and get on the waitlist?

No. The Actively Seeking Employment (ASE) exception can only be granted once in a 24-month period and only lasts for 90 days. It is best for you to reapply when funds become available and applications are no longer being placed on a waiting list. Please check back frequently for information regarding the CCAP waitlist by going to the [Louisiana Believes website](#). You may be able to qualify for child care under the [Family Independence Temporary Assistance Program \(FITAP\)](#) with DCFS.

For additional information or questions, please contact the Department via email at ldccap@la.gov. Questions can also be directed to 1-877-453-2721.