LOUISIANA DEPARTMENT OF EDUCATION

Office of Early Childhood Education

Child Care Assistance Program (CCAP)
Application Checklist

To complete your application for child care assistance, you may need to verify the information you provided on your application. This checklist will help you know what items to upload.

Have you uploaded the following?

☐ **Age/Relationship:** a birth certificate, baptismal certificate, or hospital birth records for all children under 18 listed on the application.

☐ **Wages:** Up to 4 recent and consecutive check stubs within 45 days of the application date or an employer's statement.

☐ **Self-Employment:** Income tax returns, sales records, and/or personal wage records.

☐ **Unearned Income:** alimony, Social Security, Supplemental Security Income (SSI), Veteran Affairs, retirement income, Unemployment Compensation (UCB) award letters.

☐ **Income that stopped within the last 3 months:** "pink slip", termination notice, and/or separation letter.

☐ **Immunizations:** Shot record, appointment card, and or a statement from the child's physician for all children needing care.

☐ **School Attendance or Job Training:** School schedule, a statement from the school or job training program indicating the number of hours of attendance each week and anticipated date of completion, or a letter from an accredited school deeming full-time status.

For additional information on submitting verification see the CCAP Application Guidebook or the CCAP Income Guidebook.