

**FREQUENTLY ASKED QUESTIONS**
  
**Child Care Assistance Program (CCAP) Application Process for Households**

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**1. How do I apply for Child Care Assistance (CCAP)?**

There are several ways you may obtain an application to apply for child care assistance. The fastest way to apply for child care assistance is online. You may visit our website [here](#) to apply for CCAP.

If you do not have access to the internet, you can visit a local library for computer access or the Department can mail you an application.

You can fax the application to 225-376-6060 or mail the CCAP application to:

Department of Education  
 CCAP Household Eligibility  
 P. O. Box 260037  
 Baton Rouge, LA 70826

**2. What are the eligibility requirements for the Child Care Assistance Program?**

The household must need care for a child under age 13, or a child with disabilities under the age of 18.

The household must be working or attending school or training a minimum of 20 hours per week.

Households must be a US citizen or an eligible alien, residing in the state of Louisiana, and must meet the gross income eligibility standards for their household size:

2 persons-\$2150	4 persons-\$3162	6 persons-\$4173	8 persons-\$4363
3 persons-\$2656	5 persons-\$3668	7 persons-\$4268	9 persons-\$4458

**3. What is the maximum income allowed for my household size?**

The monthly gross income eligibility standards for households are identified below and they can be located on our website [here](#).

2 persons-\$2150	4 persons-\$3162	6 persons-\$4173	8 persons-\$4363
3 persons-\$2656	5 persons-\$3668	7 persons-\$4268	9 persons-\$4458

#### 4. What are the types of child care providers that are eligible for payment through the Child Care Assistance Program?

There are five types of child care providers eligible to serve CCAP children.

1. **Early Learning Centers (Type III):** serves seven or more children unrelated to the owner and must be licensed by the department.
2. **Family Child Care Provider:** provides care in the provider's home. A Family Child Care provider must care for no more than six children, including the provider's own children, and any other children living at the residence who are under age 13, or age 13 through 17 with special needs.
3. **In Home Provider:** only provides care for children who live at the residence.
4. **School Child Care Provider:** public and nonpublic schools that operate pre-kindergarten, before- and after-school programs, and summer programs.
5. **Military Child Care Center:** a center licensed by the Department of Defense.

#### 5. What verification will be needed to process my application for Child Care Assistance?

Please review the application checklist [here](#).

You will need to provide:

- proof of age for each child under age 18,
- proof of immunization for each child needing care,
- verification of all income for the household, and
- verification of work, school, or job training hours for each adult household member.

Although social security numbers are not required by law to be eligible for CCAP, it will expedite the application process if they are provided.

#### 6. When can I bring my child to the child care provider?

You and your selected provider will receive a letter from the department notifying you both of the maximum amount that the department will pay and the effective date that payments will begin for each eligible child.

If you choose to bring your child to the provider prior to this date, you will be responsible for all charges and payments.

#### 7. Does my child have to go to a child care center for me to be eligible to apply for child care assistance?

You may apply for child care assistance at any time, but your case cannot be certified unless you have selected an eligible provider. See question 4 for eligible provider types.

## **8. Who must be included on my application?**

The following individuals who live together must be included in the Child Care Assistance household:

- a. the head of household
- b. the head of household's legal or non-legal spouse (including a disabled adult parent who is unable to care for him/herself and for their children who are in need of care as verified by a doctor's statement)
- c. all children under the age of 18 who are dependent on the head of household and their legal or non-legal spouse including foster children
- d. the minor unmarried parent who is not legally emancipated
- e. the minor unmarried parent's children

## **9. How long will it take to process my application?**

Eligibility will be determined within 30 days of your application date. There are no emergency benefits available.

## **10. Can I get help with child care while I look for work?**

CCAP is only available for those attending school or training or working. However, if you are a Strategies to Empower People Program (STEP) participant, please contact your STEP worker to find out. If you would like more information on this program please click [here](#).

## **11. Do I qualify if I attend school full time?**

Yes, being enrolled as a full-time student in an education or training program resulting in a degree or certificate designed to promote job skills and employability will qualify you for Child care assistance. Full-time status is determined by the institution, which must be accredited by the state of Louisiana or a national organization.

An official detailed class schedule must be provided from the job training or educational program on their official letterhead, verify the students enrolment status, and must include the days and times the student attends class.

## **12. Where can I get my finger scanned?**

Please visit one of the locations on this [listing](#) to get the required finger image scan

## **13. What will happen if I do not complete the finger scans?**

The department cannot certify the application until the finger image is complete.

**14. Are finger scans needed for all types of child care providers?**

No, only for a Type III early learning center, a family child care provider, and a military child care center.

**15. What is a Household Designee?**

A household designee is an adult who is designated in writing by the CCAP Head of Household to drop-off and /or pick-up the child or children from an authorized CCAP provider.

In the case of an In-Home provider, this is the person to whom the provider may release the child or children when the provider leaves the home.