

CHILD CARE ASSISTANCE PROGRAM (CCAP) FOR LOUISIANA FAMILIES

To support all families in accessing high quality child care, the Child Care Assistance Program (CCAP) provides financial assistance to low-income families while they are working, attending school, enrolling in school, or actively seeking employment.

TIPS ON CHOOSING A HIGH-QUALITY CHILD CARE PROVIDER

- ✓ You feel welcome when you enter the center or home provider's residence and teachers are interacting and helping children.
- ✓ Children are encouraged to play together and teachers help children resolve conflicts.
- ✓ All staff have education affiliations and specialized knowledge in early childhood development.
- ✓ Teachers carefully supervise all children and children are engaged in both indoor and outdoor play activities.
- ✓ Physical space is large enough to accommodate all children and appropriate group sizes; ratios of teaching staff to children are maintained at all times.
- ✓ Teachers have training in the program's curriculum.
- ✓ The center or home provider's physical environment is safe and healthy. First aid kits, fire extinguishers, fire alarms and other safety equipment are installed, up to date, and available. The center or home provider has posted an Emergency Preparedness Plan and means for contacting the children's parent(s) or guardian.
- ✓ Try to choose a child care provider whose daily rate falls on or below the state maximum rate to avoid additional out-of-pocket expenses.
- ✓ Look for a high-quality rating on [Louisiana School Finder](#).

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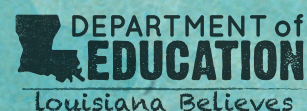
CHILD CARE ASSISTANCE PROGRAM (CCAP)

RESOURCE GUIDE FOR FAMILIES ACTIVELY SEEKING EMPLOYMENT OR TRAINING



Next Steps to Guide You through the CCAP Process

Louisiana Department of Education
Call Center 1-877-453-2721 • ldeccap@la.gov



Now that you (and other household members, if applicable) have submitted a complete online CCAP application and indicated you are currently looking for work or training, here are your next steps.

You will have 30 calendar days to complete and send the following documentation to determine eligibility for families actively seeking employment or enrolling in school or a training program.

CCAP staff will attempt to validate your eligibility status using the following:

- ✓ **Age/Relationship:** A birth certificate, baptismal certificate, or hospital birth record of the child is required; or if not your own child, birth records to prove how the child is related to you.
- ✓ **Immunization Records:** Shot or doctor's records for every child in the family needing care are required.
- ✓ **Social Security Card(s) (Optional):** Social Security Card(s) are requested for every child.
- ✓ **Validation for actively seeking employment:** Must submit validation of your (and other household member(s) if applicable) **Active HIRE Account** Information from the Louisiana Workforce Commission

Now that you have been determined eligible to receive CCAP benefits for a period of 90 days, here are your next steps.

You are required to send the following documentation during the 90-day certification period to receive the full 12 months of CCAP benefits.

CCAP staff will attempt to validate your employment, school or job training program using the following:

- ✓ **Validation of Income:** Includes the last four (4) pay check stubs or employer's statement for each person who works within 90 days of application date
- ✓ **School Attendance or Job Training:** Verification such as a statement from the school or job training program providing current enrollment status or number of hours attending each week

TIPS ON PREPARING A JOB RESUME

- ✓ Choose a resume format that best fits you.
- ✓ Include your name, and current contact information.
- ✓ List your skills, work experience, and achievements.
- ✓ Create your resume to tailor the job you are applying for at the time.
- ✓ Create a Cover Letter to tell a potential employer why your skills and experience would best match the job you desire.
- ✓ Always proofread your Cover Letter and Resume for grammatical errors.

TIPS ON HOW TO PREPARE FOR A JOB INTERVIEW

- ✓ Research the position and company goals/mission.
- ✓ Practice your "About Me" overview.
- ✓ Bring questions for the interviewer.
- ✓ Prepare to answer why you are the best candidate for the job.
- ✓ Consider your dress attire in advance.
- ✓ Thank the interviewer for considering you.

RESOURCES FOR FAMILIES SEEKING EMPLOYMENT

- **Louisiana Workforce Commission:**
www.louisianaworks.net/hire
Provides access to register for HIRE account and potential job opportunities.
 - › Create a profile with User Id and password.
 - › Create a resume to search for work.
 - › Applicants must complete weekly job searches.
- **HIRE Job Seeker Guide:**
www.louisianaworks.net/hire
Provides information on how to use HIRE
- **Louisiana Offices Providing Job Service Assistance:**
www.laworks.net
Provides American Job Centers locations, phone numbers, and hours of operation for each parish.
www.louisianabelieves.com