

HOW TO CHOOSE HIGH-QUALITY CHILD CARE

www.louisianaschools.com



Early Childhood
IMPROVING SCHOOL READINESS

You feel welcome when you enter the center or home provider's residence and teachers are interacting with 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.

Teachers have training in the program's curriculum.

Physical space is large enough to accommodate all the children and appropriate group sizes and ratios of teaching staff to children are maintained at all times.

The center's 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 parents.

Try to choose child care where the center or home provider's daily rate falls on or below the state maximum rates to avoid any additional out of pocket expenses.

CHILD CARE ASSISTANCE PROGRAM (CCAP)

RESOURCE GUIDE FOR HOMELESS FAMILIES



Next Steps to Guide You through the CCAP Process

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

Now that you have submitted a CCAP application, here are your next steps.

You will have up to 90 calendar days to complete and send the following documentation in order to continue receiving services.

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

- ✓ **Letter** or verbal validation of your present living setting.
- ✓ **Age/Relationship** verification such as a birth certificate, baptismal certificate, or hospital birth records of the children to be included in the case. If the children are not your own, birth records must be submitted to prove how the child is related to you.
- ✓ **Immunization Records** such as a shot or doctor's records for every child in the family needing child care.
- ✓ **Validation of Income** to include the last four (4) pay check stubs dated within 45 days of the date submitted or employer's statement for each person.
 - › If not working within the last three months, submit a separation letter showing termination date or letter from any past employer.
 - › Also if not working, submit validation of your **HIRE Account** information from the Louisiana Workforce Commission.
www.louisianaworks.net/hire
- ✓ **School Attendance or Job Training** verification such as a statement from school or job training program providing current enrollment status or number of hours attending each week.
- ✓ **Social Security Card(s)** are requested for every child, but are optional.
- ✓ **Local Education Agency (LEA) local school district**
 - › The LEA Homeless Coordination staff must receive contact from your child's school to help your entire family with additional resources.
 - › If you have additional children that are in a Louisiana school, be sure to list **ALL** the children on the Student Residential Questionnaire included in the School Enrollment Packet that you will receive from the LEA.
 - › CCAP staff will work with the LEA as a partner to assist in facilitating CCAP benefits and additional resources.

LOUISIANA DEPARTMENT OF EDUCATION RESOURCES

- **Louisiana Department of Education: Call Center**
Provides assistance to parents regarding CCAP application process. Call **1-877-453-2721**.
- **Louisiana School & Center Finder**
www.louisianaschools.com
Provides vital information regarding quality child care centers and school services
- **Local School District Homeless Liaison (LEA) and education services** at:
www.louisianabelieves.com/resources/library/school-policy

MORE HELPFUL RESOURCES

- **211 United Way:** www.louisiana211.org
- **Statewide Helpline: DIAL 211**
Provides up-to-date resources for all families in crisis; specifically local transitional housing, shelters, counseling and health services
- **Louisiana Department of Children and Family Services:** www.dss.state.la.us
Provides assistance for families in crisis
 - › **SNAP** provides monthly funds to buy food
 - › **STEP** provides opportunities to receive job training, and work supportive services
 - › **FITAP** provides cash to families with children in need of financial assistance
- **Louisiana Vital Statistics:**
www.vitalrecordsonline.com
Provides access to birth certificates
- **Louisiana Workforce Commission:**
www.louisianaworks.net/hire
Provides access to register for HIRE Account and potential job opportunities
- **Statewide Listing of Food Bank Centers:**
www.feedingamerica.org
Provides resources for emergency food
- **Medicaid Information and Application:**
www.ldh.la.gov
Assists families with medical insurance options
- **Social Security Offices Locations:**
www.ssofficelocation.com
Provides access to apply for social security number, social security benefits, supplemental security income, hospital insurance protection, and help with Medicare prescription costs