DEPARTMENT of EDUCATION
Louisiana Believes

CHILD CARE ASSISTANCE PROGRAM FOR FAMILIES

V2.0
5/13/2024

WHEN COMPLETING THE APPLICATION, REMEMBER:

Choosing a Provider

The department can only offer assistance to households that select a CCAP provider.

Please *verify* that your selected provider is a CCAP participant by **clicking here**.

Once you have selected an eligible provider, contact the facility to confirm that your child can enroll.

When contacting the facility, you must also verify the provider's telephone number, 8-digit provider number, and the name of the provider.
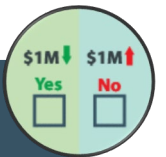
Answering the $1 Million Asset Question

This question cannot be left blank!

If your assets UNDERLINE DO NOT exceed $1,000,000, your response will be "**YES.**"

If your assets DO exceed $1,000,000, your response will be "**NO.**"
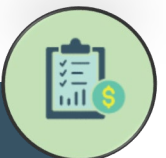
Adding ALL Children to the Application

The department needs information for **all children** under the age of 18 living in the home, *even if they do not require service.*

Unearned Income Payments

If you receive **unearned income** (SSI, VA, child support, etc.), you must submit a **current payment history** with your application, even if you have previously submitted this information with a prior application.

Child Support

If you receive child support, **provide all pages of court records and/or a full 12-month payment history**. Click **here** for more information about child support requirements.

Changes Occur to Your Household

If you have previously applied for assistance, it is important to keep the department informed of any changes to your household. **You *must submit* a CCAP 10 - Report of Change Form within 10 days of the change occurring.**

This includes *but is not limited to*:

- A change in contact information
- A name change
- Changes to the number of household members

To learn more about the topics in this document, click each icon on the right side of the page, or visit https://www.louisianabelieves.com/early-childhood/child-care-assistance-program. If you wish to view all CCAP informational videos, click here.