



Early Childhood
IMPROVING SCHOOL READINESS

Child Care Assistance Program Waiting List Removal Process Summer 2018

AGENDA

This presentation will provide programs and organizations working with families served by CCAP with information about how the waiting list removal process will work in August and September 2018.

- Additional Federal funding granted
- Review the procedure for removing families from the waiting list to case certification
- Provide a timeline on the removal process
- Provide information to assist stakeholders in understanding the removal process
- Provide contact information for assistance in understanding specific cases
- Provide resources for families still on the waiting list

WAITING LIST OVERVIEW

CCAP supports working families in Louisiana to access high quality, affordable childcare.

CCAP provides financial assistance for child care to low-income families while they are working and/or attending school. Due to increased federal funding, eligible families on the waiting list will receive child care services beginning on or after September 4, 2018.

- Louisiana has received approximately \$39MM in one-time federal funding. Of those funds, approximately \$28MM will be used to serve eligible families from the waiting list.
- The Department is preparing to begin the process of removing and serving 4,500 children from the waiting list.
- As approved by BESE in [Bulletin 139](#), families will be removed from the waiting list in order by the date the applicant applied for CCAP. Families are not being selected by need or region.
- The number of families removed from the waiting list is a fiscal decision determined by the amount of available funds.

REMOVAL PROCESS OVERVIEW

In order to expedite services the Department is asking families to verify their need for child care and return forms quickly.

- Beginning August 1, 2018, LDOE will request updated information from families using a Waiting List Verification form (see Appendix A). The form must be completed and submitted to LDOE in 10 calendar days in order to be eligible to be removed from the waiting list.
- Staff will contact families and providers during evenings and weekends as well as normal business hours to optimize successful contact of families and providers.
- Staff will attempt initial contact with families, and will follow-up with providers if they are unable to make contact.

WHAT THIS MEANS FOR FAMILIES

- LDOE has identified families to be removed from the CCAP waiting list for services based on the date their application was received.
- Families eligible to be removed from the CCAP waiting list will receive both mailed and emailed notices beginning August 1, 2018.
- Families that do not receive a letter will remain on the waiting list.
- A Waiting List Verification Form will be mailed to eligible families and must be completed and returned within 10 calendar days of receipt.
- Families should update their mailing address on file if changes have occurred using the [CCAP 10](#) .
- Families should confirm with the provider selected on the application, that seats are still available.

WHAT THIS MEANS FOR PROVIDERS

- Providers should purge all information of inactive participants by contacting their CCAP Quality Program Specialist on the Provider Help Desk, (225-342-1879 or 225-342-7414) to ensure availability of slots for additional children.
- Providers may be contacted to assist in notifying families who have applied for services at their center/home.
- Authorizations will not begin for families being removed from the waiting list until September 4, 2018. Any services before this time is not authorized by CCAP.
- Providers will receive mail notification of additional families approved for services.

WHAT THIS MEANS FOR LEAD AGENCIES AND RESOURCE AND REFERRAL AGENCIES

- The Department will post the number of children being removed from the waiting list by parish (as seen on slide 9).
- Funding does not address all families on the waiting list.
- There will still be many families that are not removed from the waiting list who may require additional resources and assistance (i.e information on other childcare options).
- This webinar will be posted on the website to support providers in assisting families.
- Lead Agencies and Child Care Resource and Referral agencies can help parents choose child care by providing information and assistance.
- Families should be directed to School and Center Finder if they need information about options.

WHAT THIS MEANS FOR COMMUNITY NETWORK COORDINATED ENROLLMENT

Program partners will need to assist the lead agency to ensure that the community has information that would normally be captured through coordinated enrollment.

- The Department's CCAP division is affirming family eligibility.
- Community network lead agencies should work with providers and determine the best way to capture the information needed to maintain records for community demand/enrollment counts and the community waiting list.

WAITING LIST NUMBERS BY PARISH

Parish	Total Number of Children on Waiting List	Number of Children Coming Off Waiting List	Percentage of Children Coming Off Waiting List
Acadia	82	51	62%
Allen	15	14	93%
Ascension	126	100	79%
Assumption	<10	<10	20%
Avoyelles	95	73	77%
Beauregard	25	<10	32%
Bienville	14	<10	50%
Bossier	117	89	76%
Caddo	426	319	75%
Calcasieu	305	233	76%
Caldwell	N/A	N/A	N/A
Cameron	N/A	N/A	N/A
Catahoula	<10	<10	40%
Claiborne	<10	<10	100%
Concordia	27	18	67%
Desoto	37	25	68%
East Baton Rouge	879	609	69%
East Carroll	<10	<10	83%
East Feliciana	14	<10	64%
Evangeline	21	<10	24%
Franklin	75	42	56%
Grant	19	16	84%
Iberia	100	71	71%
Iberville	71	52	73%
Jackson	<10	<10	100%
Jefferson	556	391	70%
Jefferson Davis	21	17	81%
Lafayette	303	206	68%
Lafourche	50	38	76%
LaSalle	N/A	N/A	0%
Lincoln	97	73	75%
Livingston	55	42	76%
Madison	31	21	68%
Morehouse	60	41	68%
Natchitoches	80	56	70%

Parish	Total Number of Children on Waiting List	Number of Children Coming Off Waiting List	Percentage of Children Coming Off Waiting List
Orleans	607	423	70%
Ouachita	328	226	69%
Plaquemines	11	<10	91%
Pointe Coupee	37	23	62%
Rapides	250	180	72%
Red River	<10	<10	86%
Richland	16	<10	56%
Sabine	16	14	88%
St. Bernard	87	68	78%
St. Charles	71	55	77%
St. Helena	15	11	73%
St. James	20	18	90%
St. John	94	68	72%
St. Landry	145	102	70%
St. Martin	91	63	69%
St. Mary	38	23	61%
St. Tammany	192	148	77%
Tangipahoa	228	170	75%
Tensas	N/A	N/A	0%
Terrebonne	95	74	78%
Union	22	14	64%
Vermilion	53	39	74%
Vernon	18	13	72%
Washington	56	36	64%
Webster	35	21	60%
West Baton Rouge	36	24	67%
West Carroll	<10	<10	100%
West Feliciana	<10	<10	40%
Winn	<10	<10	71%
Total	6325	4500	71%

TIMELINE

- Providers should purge rolls of inactive participants to ensure available seats by contacting Provider Help Desk Beginning July 30, 2018
- Waiting List Verification Form emailed and mailed to the families of the first 4,500 children on the waiting list - August 1, 2018.
- Forms should be returned within 10 calendar days of receipt.
- LDOE staff will begin to contact providers for assistance in reaching families when needed- beginning on August 6, 2018
- No CCAP child care services will begin for families on the Waiting List prior to September 4, 2018.

WAITING LIST VERIFICATION CRITERIA

Families must verify the following on the Waiting List Verification Form.

- The household is not over 85% of the State Median Income.
- Child Care is needed within 6 weeks of the date CCAP certification begins.
- Their child(ren) will attend the same provider or chose another provider by submitting a change request (CCAP 10) for LDE to review.
- Families must ensure available seats with the chosen child care provider.
- CCAP 10-Report of Changes form is completed (if applicable) to submit any changes in household circumstances and verify address, household size, income, and immunizations updates.
- The family still meets the (20) education & training hours requirement.

RETURN OF VERIFICATION FORM

Wait List Verification form must be returned in 10 calendar days of receipt.

To view Waiting List Verification Form (See Appendix A). Families will certify that all information sent with the initial application is current.

- Families will complete the Waiting List Verification Form and fax, email, or mail the form to LDE.
- The Waiting List Verification Form can be faxed to 225-376-6060 or 225-342-3906, emailed to LDECCAP@la.gov, or mailed to:

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

CHILD CARE RESOURCES

- CCAP email address: LDECCAP@la.gov
- Provider Help Desk Ticket system link: <https://provider.supportsystem.com>
- Mailing Address: P.O. Box 260037, Baton Rouge, LA 70826
- Phone Number: 1-877-453-2721
- Fax: 225-376-6060 or 225-342-3906



APPENDIX A



CHILD CARE ASSISTANCE PROGRAM WAIT LIST VERIFICATION FORM

LSCOE Office Use Only

Client Application Number:

You are receiving this form because you have previously applied for the Child Care Assistance Program (CCAP) and were placed on the wait list. The Department is now in a position where we are able to provide a certain number of families on the wait list with CCAP spots and your family is high enough on the wait list to be included.

To ensure the families given spots are still in need of child care, the Department must evaluate your continued need for service. Please complete and submit this form by fax or email by (Date) ___/___/____. Failure to submit this form by the deadline may result in a new application being required and the case being put at the end of the wait list. Once the Department verifies you are still in need of child care, you will be contacted to begin the process to receive CCAP financial assistance.

Fax: 225-376-6060 or 225-342-3906

Email: LDECCAP@la.gov

Mail: Louisiana Department of Education, CCAP, P.O. Box 260037 Baton Rouge, LA 70826

Head of Household Name: _____ Case ID Number: _____

certify that:

1. I am still in need of child care assistance for my child(ren):									<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Immunizations are current for my child(ren):									<input type="checkbox"/> Yes <input type="checkbox"/> No
3. My household contact information, address and household size are the same as initially reported, and my household income still falls on or below the income limit listed below:									<input type="checkbox"/> Yes <input type="checkbox"/> No
2 Persons \$3,594	3 Persons \$4,162	4 Persons \$5,393	5 Persons \$6,264	6 Persons \$7,026	7 Persons \$7,990	8 Persons \$7,452	9 Persons \$7,634		If NO, you MUST complete a CCAP-10, Report of Changes Form , to report updates to your existing case.
4. My household still meets the 20 hour education and training requirement (15 hours for parent of disabled child) for work or school. View more information about activity requirements CCAP Eligibility FAQs .									If NO, you MUST complete a CCAP-10, Report of Changes Form , to report updates to your existing case.
5. My child(ren) will attend the same child care provider as initially reported.									<input type="checkbox"/> Yes <input type="checkbox"/> No
									If NO, you MUST complete a CCAP-10, Report of Changes Form , to report updates to your existing case.

ATTENTION:

If you have answered NO to questions 3, 4, or 5 above, you MUST complete a **CCAP-10, Report of Changes Form**, to report updates to your existing case.

Providing false information, withholding information, or failing to report any of the changes as described above may result in the refusal of or loss of certification for CCAP. If providing false information or withholding information causes an overpayment for child care, you may be required to repay the amount of ineligible benefits made on your behalf. If you purposely fail to report any information that causes ineligible benefits to be made on your behalf, you may be disqualified from participating in the program and fraud charges may be filed against you with the appropriate agency.

Print Name: _____ Signature: X Date: _____