

→→→ CHILD CARE ASSISTANCE APPLICATION PROCESS ←←←

1. Determine if you are eligible for child care assistance.
2. Are you responsible for paying child care costs for a child under 13 or a child under 18 with a disability who lives with you?
3. Does every adult in your household work or attend school or a training program for at least 20 hours a week?
 - If not participating in one or a combination of these activities, do these persons receive disability income?
 - Do you attend an accredited education or training program as a full-time student?
4. Is your household's total monthly gross earned and unearned income less than the amount listed below for your household size? (gross income refers to income before any deductions from the paycheck)

2 PERSONS \$2,403	3 PERSONS \$2,684	4 PERSONS \$3,257	5 PERSONS \$3,778	6 PERSONS \$4,299	7 PERSONS \$4,397	8 PERSONS \$4,495	9 PERSONS \$4,592
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If you answered YES to all of the above questions, you may be eligible for child care assistance.

* Limits are Subject to change

1

SUBMIT APPLICATION + VERIFICATION DOCUMENTS:



CAFÉ CUSTOMER PORTAL

[HTTPS://CAFE-CP.DOE.LOUISIANA.GOV/EDSELFSERVICE/](https://cafe-cp.doe.louisiana.gov/edselfservice/)

OR



MAIL

OR



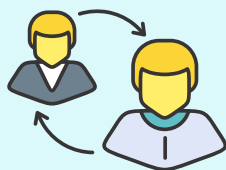
FAX

VERIFICATION DOCUMENTS INCLUDE:

- ➔ Last 4 consecutive check stubs (within 45 days)
- ➔ All unearned income documentation (if applicable)
- ➔ Detailed school schedule (if applicable)
- ➔ Birth certificates for all children in the household
- ➔ Social security cards for all household members (optional)
- ➔ Any other documents requested

2

WITHIN 5 BUSINESS DAYS OF RECEIVING APPLICATION:



THE CASEWORKER
will mail the applicant
any needed verification forms

3

THE HEAD OF HOUSEHOLD HAS 10 BUSINESS DAYS TO:



RETURN
THE RATE AND
AVAILABILITY FORM



COMPLETE
A FINGER IMAGE SCAN
(NEW APPLICANTS ONLY)



TAKE ANY
OTHER
NEEDED ACTION

4

BY THE 30TH BUSINESS DAY, THE CASE IS DETERMINED:



ELIGIBLE:

Applicant and provider
receive a Notice of Certification

OR



INELIGIBLE:

Applicant receives
a Notice of Ineligibility
and can reapply at any time

OR



REJECTED:

If applicant provides all verification
10-30 business days from application date,
the case is reviewed again



CCAP HOUSEHOLD ELIGIBILITY: P.O. BOX 260037 • BATON ROUGE, LA 70826
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