

CHILD CARE ASSISTANCE - REPORT OF CHANGES

Case Name: _____

Case ID#: _____

Worker: _____

Note: Please complete and return this form only if there has been a change in your household circumstances.

I understand that I am responsible for reporting all changes that could affect my eligibility for Child Care Assistance or the agency payment amount within 10 days of my knowledge of the change. Failure to timely report these changes could result in action by the agency to recover ineligible benefits. I understand that I must report if my child care provider moves in with me or if I move in with my provider or we begin sharing the same mailing address (with the exception of a post office box).

I am responsible for reporting changes in gross monthly income which result in my household's income exceeding the gross income limit for CCAP. This change must be reported no later than the 10th of the month following the month in which the change occurred.

I am reporting the following changes (check all that apply):

1. My household has moved.

Date of move: _____

New Address: _____

Phone Number: _____

2. The composition of my household has changed.

Enter information about each person who has moved in (including newborns) or out of your home.

Name	Birthdate	Social Security Number (Optional)	Moved In/Out	Date of Move

Note: Social security numbers are not required for Child Care Assistance eligibility and eligibility cannot be denied for failure to provide social security numbers. If provided, social security numbers may be used to verify income and need for assistance or for data collection or statistical purposes.

3. My household shares the same mailing or residential address as my child care provider.

Date of change: _____

New Mailing Address: _____

New Residential Address: _____

Phone Number: _____

4. **The number of hours or days that my child(ren) attend child care has changed.**

Child(ren) with a change in attendance at child care are:

Name of Child	Birthdate	Total Hours/Days Each Week	New Amount Charged	Date of Change

5. **I have changed child care providers for my child(ren).**

(In order to change providers you must attach documentation from your previous child care provider that shows a zero balance.)

Child(ren) placed with a new provider:

Name of Child	Birthdate	Name and Address of Provider	Type of Care: (check 1 per child)	Time needed each day	Amount Charged	Date Changed
			In Home <input type="checkbox"/> Family Child Care <input type="checkbox"/> Type III Center <input type="checkbox"/> Other <input type="checkbox"/>			
			In Home <input type="checkbox"/> Family Child Care <input type="checkbox"/> Type III Center <input type="checkbox"/> Other <input type="checkbox"/>			
			In Home <input type="checkbox"/> Family Child Care <input type="checkbox"/> Type III Center <input type="checkbox"/> Other <input type="checkbox"/>			

6. **A member of my household is no longer working or attending an educational or training program.** (Verification must be attached)

Person who has stopped working or going to classes: _____

The last date worked or attended training classes: _____

7. **A member of my household has changed jobs, started a new job, or had a change in earned income.** (Verification must be attached)

Persons with a change in job or earnings:

Person Employed	Name and Address of Employer	Number of Hours per week	Gross Earned	How often Paid	Date Change

8. A member of my household has begun receiving, is no longer receiving, or had a change in amount of one of these types of unearned income: Child Support, Alimony, Unemployment Benefits, SSI, Social Security, Veteran's Benefits, Retirement Benefits, Disability Benefits, or Adoption Subsidy. (Verification must be attached)

Person who receives (or received income)	Type of Income	No longer receiving	Begun/Continues Receiving	Amount Received	Effective Date of Receiving

9. Other (Explain): _____

I understand that adjustments may be made in my Child Care Assistance payments because of the above change(s) in my situation. I understand that I will be notified in writing by LDE if the change(s) affect my eligibility or the payment amount made by the Child Care Assistance Program.

Signature

Date

Address

Home Phone Number/Work Phone Number

Return this form to:
 Department of Education
 CCAP Household Eligibility
 P. O. Box 260037
 Baton Rouge, LA 70826
 Fax: 225-342-3906
 Email: LDECCAP@la.gov
 1.877-453-2721

**STATE OF LOUISIANA
VOTER REGISTRATION AGENCIES
DECLARATION FORM**

If you are not registered to vote where you live now, would you like to apply to register to vote here today? (Check one)

I want to register to vote.

I do not want to register to vote.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register or declining to register to vote **will not** affect the amount of assistance that you will be provided by this agency. Voter eligibility requirements are found on the voter registration application form.

Note: If you do register to vote, the location where your application was submitted will remain confidential. If you decline to register to vote, this fact will remain confidential. Applying to register or declining to register to vote will be used **only** for voter registration purposes.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. (Check one)

Yes, I would like help.

No, I do not want help.

For assistance in completing the voter registration application form outside our office, contact the Louisiana Department of Education at LDECCAP@la.gov or Fax 225-342-3906

If completed outside our office, this declaration form and your completed voter registration application form (if you filled one out) should be faxed to 225.342-3906 or mailed to: CCAP Household Eligibility
P. O. Box 260037, Baton Rouge, LA 70826

Signature or Mark

Name Typed or Printed

Date

Signatures of Two Witnesses If Signed With Mark:

1) _____ 2) _____

COMPLAINTS

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Louisiana Secretary of State, Commissioner of Elections, P.O. Box 94125, Baton Rouge, LA 70804-9125 or by calling (225)922-0900 or 1-800-883-2805.

Comments/Remarks (for official use only):

USE THIS FORM TO: 1) register to vote 2) change your address 3) request a name change 4) change party affiliation

TO REGISTER TO VOTE AND BE ELIGIBLE TO VOTE YOU MUST: 1) be a United States citizen 2) be at least 17 years old to register but must be 18 years old to vote 3) not be under an order of imprisonment for conviction of a felony 4) not be under a judgment of full interdiction or limited interdiction where your right to vote has been suspended 5) reside in the state and parish in which you seek to register and vote.

INSTRUCTIONS FOR COMPLETING THIS FORM: All information except your signature should be printed clearly in ink, preferably black, or typed. Fill in all boxes that apply to you.

Box 1: Indicate whether you are a citizen of the United States of America. Indicate whether you will be 18 years of age on or before election day.

Box 2: Provide full name. Do not use initials for middle or maiden name.

Box 3: 'Residence Address' means the address where you live and are registering to vote. If you claim a homestead exemption, you must list the address of that residence. Do not use a post office box for your 'Residence Address'. If you use a rural route and box number, draw a map in the space labeled 'Give Location.' Write in the names of the crossroads (streets) nearest to where you live. Draw an X to show where you live. Use a dot to show any schools, churches, stores or landmarks near where you live and write the name of the landmark. Check the box provided if mail is not delivered to your residence address by the post office. Complete 'Mailing Address' only if it is different from the 'Residence Address' or if mail is not delivered to your residence address.

Boxes 5 & 13: You must provide your LA driver's license number or LA special identification card number, if issued. If not issued, you must provide at least the last four digits of your social security number, if issued. The full social security number may be provided on a voluntary basis. If neither a social security number nor a LA driver's license number or LA special identification card number has been issued, and this form is submitted by mail, and you are registering to vote for the first time, in order to avoid additional identification requirements for first time voters, attach either a) a copy of a current and valid photo identification or b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

Boxes 7, 11 & 12: The items 'race/ethnic origin', 'email' and 'phone' are not required but are helpful. Email is protected from disclosure by law.

Box 8: If you do not complete this item, your party affiliation will be listed as 'no party', unless you are presently registered with a party affiliation and no change is being made today. If you are not registering with a political party, circle 'no party'. The recognized political parties are Democrat, Green, Libertarian, Reform and Republican or you may specify any other party affiliation.

Box 17: If you are using this form to request a change of name, you must print the name to be changed here.

Box 18: Date and sign the card with your signature or mark.

If returned by mail, place in an envelope and mail to the appropriate registrar of voters at the address found on the reverse side of this card. If you have not been issued a social security number or Louisiana driver's license number, you must mail the required documentation with your application. Your application or envelope must be postmarked 30 days prior to the first election in which you seek to vote based on the residence listed on this application.

NOTE: 1. If you decline to register to vote, this fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the office where your application was submitted will remain confidential and will be used only for voter registration purposes. 2. Your social security number will also remain confidential and is intended to be used for voter registration purposes only.

QUESTIONS? Call your Parish Registrar of Voters OR call the Department of State at 1-800-883-2805 or (225) 922-0900.

COMPLETE AND CHECK ALL APPLICABLE BOXES AND CUT HERE BEFORE MAILING.

LOUISIANA VOTER REGISTRATION APPLICATION		OFFICIAL USE ONLY	
LR-1 & 1M, FORM #100		Wd _____	Pct _____
		Reg Type _____	In/Out _____
		REG # _____	
1 Are you a citizen of the United States of America? YES <input type="checkbox"/> NO <input type="checkbox"/> Will you be 18 years of age on or before election day? YES <input type="checkbox"/> NO <input type="checkbox"/> If you checked 'no' in response to either of these questions, DO NOT COMPLETE THIS FORM.			
2 NAME OF APPLICANT (PLEASE PRINT NAME) LAST _____ FIRST _____ FULL MIDDLE OR MAIDEN _____		GIVE LOCATION 	
3 RESIDENCE ADDRESS (MUST BE ADDRESS WHERE YOU CLAIM HOMESTEAD EXEMPTION, IF ANY) HOUSE OR APT. NO. & STREET (IF RURAL, ROUTE & BOX NO.) _____ CITY OR TOWN _____ STATE _____ ZIP _____			
If NO mail delivery to residential address, check here: () _____ MAILING ADDRESS, IF DIFFERENT _____			
4 DATE OF BIRTH MONTH _____ DAY _____ YEAR _____	5 * SOCIAL SECURITY # (CIRCLE ONE) NO _____ YES # _____	6 SEX (CIRCLE ONE) MALE _____ FEMALE _____	7 ** RACE / ETHNIC ORIGIN (CIRCLE ONE) WHITE _____ BLACK _____ ASIAN _____ HISPANIC _____ AMER. INDIAN _____ OTHER: _____
8 PARTY AFFILIATION (CIRCLE ONE) DEM _____ GRN _____ LBT _____ RFM _____ REP _____ NO PARTY _____ OTHER (SPECIFY) _____	9 APPLICANT'S PLACE OF BIRTH CITY OR TOWN _____ PARISH OR COUNTY _____ STATE _____ COUNTRY _____		10 MOTHER'S MAIDEN NAME _____
11 **EMAIL _____	12 ** PHONE HOME () _____ DAY () _____	13 LA DRIVER'S LICENSE / I.D. # (CIRCLE ONE) NO _____ YES # _____	14 Will you require assistance at the polls? (CIRCLE ONE) NO _____ YES _____ IF YES, GIVE REASON: _____
15 LAST RESIDENCE ADDRESS ADDRESS _____	16 PLACE OF LAST REGISTRATION PARISH OR COUNTY _____ STATE _____	17 FORMER REGISTERED NAME, IF APPLICABLE _____	
AFFIRMATION: I do hereby solemnly swear or affirm that I am a United States citizen, that I am at least 17 years old, that I am not currently under an order of imprisonment for conviction of a felony, that I am not currently under a judgment of full interdiction or limited interdiction where my right to vote has been suspended, that I am a bona fide resident of this state and parish, and that the facts given by me on this application are true to the best of my knowledge and belief. If I have provided false information, I may be subject to a fine of not more than \$2,000 (\$5,000 for subsequent offense) or imprisonment for not more than 2 years (5 years for subsequent offense), or both. Any false statement may constitute perjury.			
18 SIGN YOUR NAME IN BOX AT RIGHT. DATE: _____ / _____ / _____			
19 IF YOU ARE UNABLE TO SIGN YOUR NAME, TWO WITNESSES TO YOUR MARK MUST SIGN HERE. WITNESS SIGNATURE: _____ WITNESS SIGNATURE: _____			

Crowley, LA 70526-4363
(337) 788-8841
ALLEN
P. O. Box 150
Oberlin, LA 70655-0150
(337) 639-4966
ASCENSION
828 S. Irma Blvd. - #205
Gonzales, LA 70737-3631
(225) 621-5780
ASSUMPTION
P. O. Box 578
Napoleonville, LA 70390-0578
(985) 369-7347
AVOUELLES
312 N. Main St. - #E
Marksville, LA 71351-2409
(318) 253-7129
BEAUREGARD
P. O. Box 952
DeRidder, LA 70634-0952
(337) 463-7955
BIENVILLE
P. O. Box 697
Arcadia, LA 71001-0697
(318) 263-7407
BOSSIER
P. O. Box 635
Benton, LA 71006-0635
(318) 965-2301
CADDO
P. O. Box 1253
Shreveport, LA 71163-1253
(318) 226-6891
CALCASIEU
1000 Ryan St. - Rm. 7
Lake Charles, LA 70601-5250
(337) 721-4000
CALDWELL
P. O. Box 1107
Columbia, LA 71418-1107
(318) 649-7364

Cameron, LA 70631-0001
(337) 775-5493
CATAHOULA
P. O. Box 215
Harrisonburg, LA 71340-0215
(318) 744-5745
CLAIBORNE
507 W. Main St. - Suite 1
Homer, LA 71040-3914
(318) 927-3332
CONCORDIA
4001 Carter St., Ste. K
Vidalia, LA 71373-3021
(318) 336-7770
DESOTO
105 Franklin St.
Mansfield, LA 71052-2046
(318) 872-1149
E. BATON ROUGE
222 St. Louis - #201
Baton Rouge, LA 70802-5860
(225) 389-3940
E. CARROLL
P. O. Box 708
Lake Providence, LA 71254-0708
(318) 559-2015
E. FELICIANA
P. O. Box 488
Clinton, LA 70722-0488
(225) 683-3105
EVANGELINE
200 Court St. - Ste. 102
Ville Platte, LA 70586-4463
(337) 363-5538
FRANKLIN
Courthouse
6560 Main St.
Winnsboro, LA 71295-2750
(318) 435-4489
GRANT
Courthouse
200 Main St.
Colfax, LA 71417-1828
(318) 627-9938

New Iberia, LA 70560-4543
(337) 369-4407
IBERVILLE
P. O. Box 554
Plaquemine, LA 70765-0554
(225) 687-5201
JACKSON
500 E. Court St. - #102
Jonesboro, LA 71251-3400
(318) 259-2486
JEFFERSON
P. O. Box 10494
Jefferson, LA 70181-0494
(318) 736-6191
JEFFERSON DAVIS
302 N. Cutting Ave.
Jennings, LA 70546-5361
(337) 824-0834
LAFAYETTE
1010 Lafayette St. - #313
Lafayette, LA 70501-6885
(337) 291-7140
LAFOURCHE
307 W. 4th St.
Thibodaux, LA 70301-3105
(985) 447-3256
LASALLE
P. O. Box 2439
Jena, LA 71342-2439
(318) 992-2254
LINCOLN
100 W. Texas Ave., Rm. 10
Ruston, LA 71270-4463
(318) 251-5110
LIVINGSTON
P. O. Box 968
Livingston, LA 70754-0968
(225) 686-3054
MADISON
100 N. Cedar St.
Tallulah, LA 71282-3892
(318) 574-2193

Bastrop, LA 71220-3815
(318) 281-1434
NATCHITOCHE
P. O. Box 677
Natchitoches, LA 71458-0677
(318) 357-2211
ORLEANS
1300 Perdido St. - #1W23
New Orleans, LA 70112-2127
(504) 658-8300
OUACHITA
1650 Desiard St., Ste. 125
Monroe, LA 71201
(318) 327-1436
PLAQUEMINES
P. O. Box 989
Port Sulphur, LA 70083-0989
(504) 934-3620
POINTE COUPEE
211 E. Main St. Floor 2
New Roads, LA 70760-3661
(225) 638-5537
RAPIDES
701 Murray St.
Alexandria, LA 71301-8099
(318) 473-6770
RED RIVER
P. O. Box 432
Coushatta, LA 71019-0432
(318) 932-5027
RICHLAND
P. O. Box 368
Rayville, LA 71269-0368
(318) 728-3582
SABINE
400 Capitol St. - #107
Many, LA 71449-3099
(318) 256-3697
ST. BERNARD
8201 W. Judge Perez - Rm. 104
Chalmette, LA 70043-1696
(504) 278-4231

Hahnville, LA 70057-0315
(985) 783-5120
ST. HELENA
P. O. Box 543
Greensburg, LA 70441-0543
(225) 222-4440
ST. JAMES
P. O. Box 179
Convent, LA 70723-0179
(225) 562-2330
ST. JOHN
1801 W. Airline Hwy.
LaPlace, LA 70068-3344
(985) 652-9797
ST. LANDRY
P. O. Box 818
Opelousas, LA 70571-0818
(337) 948-0572
ST. MARTIN
415 Saint Martin St.
St. Martinville, LA 70582-4549
(337) 394-2204
ST. MARY
500 Main St. - #301
Franklin, LA 70538-6144
(337) 828-4100, ext. 360
ST. TAMMANY
701 N. Columbia St.
Covington, LA 70433-2709
(985) 809-5500
TANGIPAHOA
P. O. Box 895
Amite, LA 70422-0895
(985) 748-3215
TENSAS
P. O. Box 183
St. Joseph, LA 71366-0183
(318) 766-3931
TERREBONNE
8026 Main St., Ste. 101
Houma, LA 70360
(985) 873-6533

Farmerville, LA 71241-0235
(318) 368-8660
VERMILION
100 N. State St. - #120
Abbeville, LA 70510
(337) 898-4324
VERNON
P. O. Box 626
Leesville, LA 71496-0626
(337) 239-3690
WASHINGTON
Courthouse Bldg.
900 Washington St., #105
Franklinton, LA 70438
(985) 839-7850
WEBSTER
P. O. Box 674
Minden, LA 71058-0674
(318) 377-9272
W. BATON ROUGE
P. O. Box 31
Port Allen, LA 70767-0031
(225) 336-2421
W. CARROLL
P. O. Box 71
Oak Grove, LA 71263-0071
(318) 428-2381
W. FELICIANA
P. O. Box 2490
St. Francisville, LA 70775-2490
(225) 635-6161
WINN
119 W. Main St. - Room 105
Winnfield, LA 71483-3238
(318) 628-6133

OFFICIAL USE ONLY

Address Change

Name Change

Party Change

Remarks

Circle One: PA MV RG SDA SS(Disability)

Received by: _____

PLACE IN AN ENVELOPE AND MAIL TO YOUR
REGISTRAR OF VOTERS