

WHY ISN'T MY CASE CERTIFIED?

6 REASONS YOUR CASE MAY NOT BE CERTIFIED:

Note: If you have questions or concerns about case certification, visit <https://www.louisianabelieves.com/early-childhood/child-care-assistance-program>.

1

YOU SUBMITTED AN INVALID OR INCOMPLETE APPLICATION.

Your application may not be accepted if it is not completed properly. Learn more about best practices for completing your application by clicking [here](#).



2

YOU ANSWERED "NO" TO THE FOLLOWING QUESTION - "DO YOU CERTIFY THAT YOUR FAMILY ASSETS DO NOT EXCEED \$1,000,000?"

If your assets **DO NOT** exceed \$1,000,000.00, your response will be "YES."
If your assets **DO** exceed \$1,000,000.00, your response will be "NO." This question cannot be blank.



3

YOU DID NOT PROVIDE PROOF OF INCOME FOR ALL ADULTS IN THE HOME.

If you receive [earned income](#), submit 4 recent and consecutive check stubs dated within [45 days of the application submission date](#). The department can also accept a current employer's statement that includes your pay rate, hours worked, and pay period dates.

If you receive [unearned income](#), submit proof of all unearned income sources, including but not limited to child support, alimony, Social Security, SSI, VA, retirement checks, Unemployment Compensation Benefits (UCB), award letters, and/or court orders.



4

YOU DID NOT PROVIDE PROOF OF ENROLLMENT IN SCHOOL OR PARTICIPATION IN JOB TRAINING FOR ALL HOUSEHOLD MEMBERS.

If you are employed, include the name of your employer on the application. Provide copies of the earned income documentation outlined in Bullet 3.

If you are attending school or are in job training, provide this information on the application. You must also submit:

- A detailed school schedule indicating days and times of attendance and the anticipated date of program completion; or
- A letter or statement of enrollment status from an accredited school.



5

YOU DID NOT PROVIDE CURRENT AND ACCURATE CONTACT INFORMATION.

Your Case Manager may need to contact you regarding your application. Failure to provide accurate contact information may result in your application being deemed rejected or invalid.



6

YOU DID NOT PROVIDE INFORMATION FOR ALL INCLUDED/NOT INCLUDED HOUSEHOLD MEMBERS.

The number of members residing in your household may impact your eligibility status or copayment amount, so it is important to provide current information for each household member. If information is missing, you will receive a letter from the department. Reference your contact letter for details about missing information.

