

CHILD CARE ASSISTANCE (CCAP) APPLICATION CHECKLIST

To complete your application for child care assistance (CCAP), you may need to provide proof for some things you told us in your application. This checklist will help you know what items you need to gather.

Have you gathered and submitted the following?

- **Age/Relationship:** a birth certificate, baptismal certificate, or hospital birth records of the person to be included or if not your own child, birth records to prove how the child is related to you.
- **Alien Status:** if not a U.S. citizen, forms or cards from USCIS that prove the person is a legal alien
- **Wages:** last four (4) pay check stubs or employer's statement for each person who works within 45 days of application date.
- **Self-Employment:** income tax returns, sales records, quarterly tax records, and/or personal wage record
- **Other income** such as contributions, child support, alimony, Social Security, SSI, VA, retirement checks, Unemployment Compensation (UCB), award letters, court orders, and/or statements from contributors.
- **Income that stopped within the last 3 months:** "pink slip," termination notice or statement from former employer, termination notice or statement from source of any income that ended.
- **Immunization:** shot record or doctor's records
- **School Attendance or Job Training:** A statement from the school or job training program indicating the number of hours of the attendance each week and anticipated date of completion for any person who needs child care in order to attend school or job training. Or, letter from an accredited entity or training program deeming full-time status.

If you cannot find your documents, let your case analyst know.

Contact Information

CCAP Household Eligibility
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