

CCAP APPLICATION | HOW-TO GUIDE

DID YOU KNOW?

If your application form is missing critical information, your case review may be delayed, or your application may be rejected.

Follow this how-to guide to learn about best practices when completing an application.

COMPLETING THE APPLICATION:

APPLY 

- The application **must** be filed in the head of household's name.
- The child(ren) must need care within 30 days of the application date.
- The application must be signed and all pages must be submitted.
- Unless you are homeless, you must provide a physical address in the state of Louisiana (not only a P.O. box).
- Answer all questions to the best of your ability. Do not leave any questions blank.
- Provide information for each household member, including children that live in the home but do not need care.
- Specify the legal name, gender, and date of birth for each household member.
- Indicate if any adult household members are disabled or unable to work because of illness or injury.
- Select the "special needs" box if your child needs specialized care because of a physical, mental, or emotional condition.
- Indicate the immunization status for the child(ren). If any child is past due on vaccinations, be sure to indicate this information on the application.

SUPPORTING DOCUMENTATION REQUIRED:

The following documents must be included with the application:

1. Child(ren) age/relationship documentation
2. Immunization records
3. Proof of earned and unearned income, proof of school/job training

Please see the next three (3) pages for the list of acceptable documents.

1. Children Age/Relationship Documentation



- Child(ren)'s age/relationship documentation:
 - Birth certificate; or
 - Baptismal record; or
 - Hospital certificates.
 - If you are requesting care for a child that is not your own, submit birth records to prove how the child is related to you.
- Adult household members identification documentation:
 - Photo ID
 - Voter's registration card
 - Passport
 - Military service records
- Provide social security cards for each household member, if possible.
- Non-U.S. citizen nationals must provide a certificate of citizenship or naturalization from the United States Citizenship and Immigration Services (USCIS) certificate of citizenship or naturalization. Alternatively, the department can accept forms or cards from USCIS that prove the person is a legal alien

2. Immunization Records



- Provide shot records for all children needing care; or
- A statement from a doctor explaining that immunizations are not advisable due to health concerns; or
- A written statement that immunizations are not received due to personal or religious reasons.



3. Income and School/Job Training

Earned Income

- Submit four (4) consecutive paycheck stubs dated within **45 days of application** submission or an employer's statement for each adult.
- If you are self-employed, provide income tax returns, sales records, quarterly tax records, and/or a personal wage record.
- For income that stopped within the last 3 months, provide at least one of the following items:
 - A "pink slip"
 - Termination notice
 - Statement from former employer
- If you are Actively Seeking Employment (ASE), indicate that you are seeking employment on the application.
 - Submit a screenshot of your registration with the Louisiana Workforce Commission (LWC) Helping Individuals Reach Employment (HiRE)

Unearned Income

- Submit proof of other income, such as contributions, child support, alimony, Social Security, SSI, VA, retirement checks, Unemployment Compensation Benefits (UCB), award letters, court orders, and/or statements from contributors.
 - Include a 12-month payment history.

School Attendance or Job Training

- If you are in school or are receiving job training, provide either:
 - A statement from the school or job training program indicating:
 - A letter from an accredited entity or training program deeming full-time status with anticipated date of completion; or
 - Number of hours of the attendance each week.

For more information about completing an application, click [here](#), or visit

<https://www.louisianabelieves.com/early-childhood/child-care-assistance-program>.