

# →→→ 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	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS	9 PERSONS
\$2,403	\$2,884	\$3,433	\$3,983	\$4,532	\$4,635	\$4,738	\$4,841

If you answered YES to all of the above questions, you may be eligible for child care assistance. \* Limits are Subject to change

## CATEGORICALLY ELIGIBLE:

Is your child a participant in the Early Head Start Childcare Partnership, have an IEP or IFSP, Homeless, or STEP/TANF recipient?

### 1 SUBMIT APPLICATION + VERIFICATION DOCUMENTS:



OR



CAFÉ CUSTOMER PORTAL

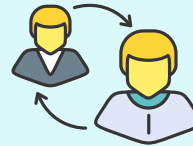
FAX

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

### VERIFICATION DOCUMENTS INCLUDE:

- ➔ Last 4 consecutive check stubs (within 45 days of application date)
- ➔ All unearned income documentation (if applicable)
- ➔ Detailed school schedule (if applicable) or statement from an accredited college or training program deeming full-time status
- ➔ Birth certificates for all children in the household
- ➔ Social security cards for all household members (optional)
- ➔ IEP, IFSP, or SSI award letter (if applicable)
- ➔ Any other documents requested

### 2 WITHIN 5 BUSINESS DAYS OF RECEIVING A COMPLETE APPLICATION:



**THE ANALYST** will request any additional verification that is needed to make an eligibility decision.

### 3 AFTER THE APPLICATION HAS BEEN SUBMITTED, THE APPLICATION WILL BE PLACED IN ONE OF THE FOLLOWING CATEGORIES:



#### COMPLETE:

CCAP Application and necessary documents have been received to make an eligibility decision.

OR



#### INCOMPLETE APPLICATION:

The applicant does not provide the verification needed to determine eligibility. Applicant can reapply at any time.

OR



#### AWAITING VERIFICATION:

Analyst has requested additional verification from the head of household.

### 4 IF THE APPLICATION STATUS IS COMPLETE, THE APPLICANT WILL EITHER BE:



#### CERTIFIED TO RECEIVE FUNDS:

Applicant can begin receiving services. **Categorically eligible children are automatically placed within this category.**

OR



#### CERTIFIED TO WAIT LIST:

Applicant will remain on the wait list until additional funding is received.

### 5 IF ELIGIBLE TO RECEIVE CCAP FUNDS:



**COMPLETE A FINGER IMAGE SCAN**  
(NEW APPLICANTS ONLY)