

Child Care Assistance Program Wait List FAQs

1. Why are families being placed on the Child Care Assistance Program Wait List?

Since 2015, the BESE Board, in collaboration with the Early Childhood Advisory Council, has increased payment rates, reduced co-pays and adopted more flexible eligibility criteria in order to serve more working families. With the recent changes in rates and eligibility, increased participation in CCAP has occurred with more than 16,800 children served in April 2017. Also Louisiana's economy continues to improve, with more families working and needing CCAP services. The number of families who have applied and are eligible for the program is greater than the amount of funds available to serve families. The wait list is established so eligible families can access slots as soon as funding is available again.

2. What does a family need to do to be placed on the Wait List?

Families will be placed on the wait list if they submit a complete application with all documentation and are determined eligible.

As of July 1, 2017, families will be notified of the wait list via the *Louisiana Believes* website when applying online or by mail when using a paper application.

3. Is there a limit to the number of families that can be placed on the Wait List?

Not at this time. All eligible families will be added to the list on a continuing basis.

4. How long will families remain on the Wait List?

Eligible families may remain on the statewide wait list for up to one year before having to reapply for assistance.

5. Are families notified of their position on the Wait List?

No. When funding becomes available, the families at the top of the wait list will be notified by phone, mail and email.

6. Will families receive a follow up letter after waiting 30 or more days on the Wait List?

No. When notified that funding is available, the family may be required to submit additional eligibility verification information if they have been on the wait list for more than 30 days.

7. What verification documents are needed to be removed from the Wait List?

If it has been 30 days or more since an applicant was placed on the wait list and funds are available, the family will be required to provide updated verification of their household before they can be certified for Child Care Assistance. Required verification may include, but not limited to, income verification such as check stubs, Rate and Availability Form(s) 7B, change of address (if applicable), changes to educational and/or training status (if applicable), etc.

8. How long does the family have to return the requested verifications once notified?

The requested verification must be returned within 10 business days of the date on the notice.

9. What happens if the requested verification is not returned within 10 business days on the date of the notice?

If requested verifications are not returned within 10 days from the date on the notice, the family must reapply and placed back on the list if eligible.

10. When it is time for a family's eligibility to be redetermined, will they be placed on the Wait List?

Families currently receiving CCAP will **not** be placed on the wait list when it is time to re-certify their eligibility. They will continue to receive services if eligible.

11. Are any families exempt from the Wait List?

Children who are experiencing homelessness, children of families participating in STEP or Early Head Start-Child Care Partnerships, children in foster care and special needs children, if eligible, will **not** be placed on the wait list.

12. What happens if funds are not available and exempt families continue to apply?

The Department will manage funds so that families exempt from the wait list will receive services.

13. When are families removed from the Wait List?

Families will be removed from the wait list when funding becomes available or after one year. Families will be provided 30 days' notice before being removed and will be directed to reapply if they still need assistance.

14. When funds become available, how long does a family have to find a child care facility?

The family has 30 days to enroll their child in a child care facility or they will have to reapply for eligibility and the funds will be available for the next family on the list.

15. What if there is not an opening with the eligible family's preferred child care once they are notified that funds are available?

CCAP staff will provide the eligible family with information about other child care options that are close by. When an opening becomes available at the family's first choice, they may submit a Change form (CCAP10) to attend.

16. How do I report household changes such as an increase/decrease in household income and/or members while on the Wait List? Will I need to reapply?

While on the wait list, families will only need to report updated contact information such as address, phone number(s), and email addresses. All other changes will be updated once they are notified they are being removed from the list.

17. If an eligible family enrolls their child with a qualified CCAP provider while on the Wait List, will the provider be reimbursed for the time the family is on the list?

No. The Child Care Assistance Program is **not** responsible for the cost of care while an eligible family is on the list.

For additional information or questions, please contact the Department at 1-877-453-2721 or email ldeccap@la.gov.