

For CCCAP Staff to Complete:

Form Received Date:

Case Number:

## Colorado Child Care Assistance Program (CCCAP) Re-determination of Eligibility Form

Your current certification is ending and child care benefits will stop as of \_\_\_\_\_.  
Please complete and sign this re-determination form as soon as possible, or by \_\_\_\_\_.  
Without a signed re-determination form and required documents, we will be unable to  
determine your continued eligibility for CCCAP.

### Definitions:

- **You** = The parent or primary guardian completing the application.
- **Primary Guardian** = An adult, not the parent, legally responsible for caring for a child.
- **Teen Parents** = Parent under twenty-one (21) years of age who has physical custody of their child(ren) for the period that care is requested and is in an eligible activity such as attending junior high/middle school, high school, GED program, vocational/technical training activity, employment, self-employment, or job search.
- **Additional Guardian/Spouse** = A person who lives in your house that cares for your children and/or provides financial assistance and support. This is a person who is assuming the parent obligations for a minor, including protecting their rights and/or a person who is standing in the role of the parent of a minor without having gone through the formal adoption process.

### Instructions:

- **This form must be submitted by the parent or primary guardian of the children needing child care.**
- **Completing this form does not guarantee continuing child care assistance past the dates identified above.**
- All eligibility criteria must be met for you to qualify and receive assistance.
- Please provide all requested information listed on page 18 and as requested from your CCCAP caseworker.
- In order to avoid a delay in processing your redetermination and any additional follow up, please address each section and ensure that all information is completed and accurate.
- **Teen Parents:** Do not include information about your parents, even if you live with them.

If you have questions about how to complete this form, please contact your county CCCAP office.

**Section 1a: Contact Information for You, the Parent/Primary Guardian (REQUIRED)**

Your Address:			Mailing Address: <input type="checkbox"/> Same as your address?		
City:	State:	Zip:	City:	State:	Zip:
County:			County:		
Contact Information: <i>Complete at least one</i>	Your Email Address ( <b>required</b> ) *If this has changed, please notify your CCCAP worker*:		Primary Phone: ( ) Type: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Voice Msg. <input type="checkbox"/> Work	Secondary Phone: ( ) Type: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Voice Msg. <input type="checkbox"/> Work	
Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail					

**Section 1b: For re-determination purposes, do any of the following describe where you live? (REQUIRED)**

<input type="checkbox"/> Living in hotel or motel	<input type="checkbox"/> Living in campground	<input type="checkbox"/> Living in shelter	<input type="checkbox"/> Living in someone else's home due to housing loss, economic struggles, etc.	<input type="checkbox"/> Living in substandard housing such as car, park, abandoned building, etc.	<input type="checkbox"/> Other temporary living situation (please explain)	<input type="checkbox"/> None apply
Date living situation began: ___ / ___ / _____						
Anticipated end date (if known): ___ / ___ / _____						

**Section 2a: Household Information (REQUIRED)**

**Please list every person that lives in your home starting with you.**

Last Name, First Name, Middle Initial	Gender (M/F)	Date of Birth	How related to you? (self, additional guardian/spouse, child)	If this person is a child, are you requesting care for this child?
			<b>SELF</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Section 2b: New Adults in your Home**

**REQUIRED: Are any of the adults listed in Section 2a new to your household since you completed the last CCCAP application or redetermination form?**

Yes       No

**If YES, you're required to complete the following table: Use additional paper if necessary.  
If NO, skip to section 2c.**

Date Entered Home	Last Name, First Name	Social Security Number (Optional)	Military Status	Marital Status (see codes below)	Hispanic or Latino (Y/N)	Race(s): List all that apply (see codes below)
			<input type="checkbox"/> Active Military (serving full time) <input type="checkbox"/> Military Reserves <input type="checkbox"/> National Guard			
			<input type="checkbox"/> Active Military (serving full time) <input type="checkbox"/> Military Reserves <input type="checkbox"/> National Guard			

**Race codes (use all that apply):** **A**-Asian, **B**-Black/African American, **H**- Hispanic I: American Indian/Alaska Native **P**-Native Hawaiian/Other Pacific Islander, **W**-White

**Marital Status Codes:** **D**-Divorced, **M**-Married, **S**-Single, **P**-Separated, **W**-Widowed

## Section 2c: New Children in your Home

**REQUIRED: Are any of the children listed in Section 2a new to your household since you completed the last CCCAP application or redetermination form?**

Yes

No

**If YES, you're required to complete the following table: Use additional paper if necessary.  
If NO, skip to section 2d.**

Date Entered Home	Last Name, First Name	Social Security Number (Optional)	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Does this child have a disability or special care need?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship Status:  <input type="checkbox"/> Citizen <input type="checkbox"/> Non-citizen <input type="checkbox"/> Qualified Alien <sup>1</sup>
Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		Race(s): List all that apply (see codes below):		Immunization Status: (in accordance with Colorado Department of Public Health and Environment (CDPHE) guidelines): <input type="checkbox"/> Yes, Immunized <input type="checkbox"/> No, In Process <input type="checkbox"/> No, Non-medical Exemption <input type="checkbox"/> No, Medical Exemption <input type="checkbox"/> Other		
Name of Parent(s) outside of household who may have duty for child support: <b>Last:</b> _____ <b>First:</b> _____						
Date Entered Home	Last Name, First Name	Social Security Number (Optional)	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Does this child have a disability or special care need?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship Status:  <input type="checkbox"/> Citizen <input type="checkbox"/> Non-citizen <input type="checkbox"/> Qualified Alien <sup>2</sup>
Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		Race(s): List all that apply (see codes below):		Immunization Status: (in accordance with Colorado Department of Public Health and Environment (CDPHE) guidelines): <input type="checkbox"/> Yes, Immunized <input type="checkbox"/> No, In Process <input type="checkbox"/> No, Non-medical Exemption <input type="checkbox"/> No, Medical Exemption <input type="checkbox"/> Other		
Name of Parent(s) outside of household who may have duty for child support: <b>Last:</b> _____ <b>First:</b> _____						

<sup>1</sup> "Qualified Alien" is a required federal term with a legal meaning that goes beyond lawful permanent resident. It includes other categories, such as asylees, refugees, and Cuban and Haitian entrees, among others. 8 U.S.C. § 1641.

<sup>2</sup> "Qualified Alien" is a required federal term with a legal meaning that goes beyond lawful permanent resident. It includes other categories, such as asylees, refugees, and Cuban and Haitian entrees, among others. 8 U.S.C. § 1641.

Date Entered Home	Last Name, First Name	Social Security Number (Optional)	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Does this child have a disability or special care need?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship Status:  <input type="checkbox"/> Citizen <input type="checkbox"/> Non-citizen <input type="checkbox"/> Qualified Alien <sup>3</sup>
Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		Race(s): List all that apply (see codes below):		Immunization Status: (in accordance with Colorado Department of Public Health and Environment (CDPHE) guidelines): <input type="checkbox"/> Yes, Immunized <input type="checkbox"/> No, In Process <input type="checkbox"/> No, Non-medical Exemption <input type="checkbox"/> No, Medical Exemption <input type="checkbox"/> Other		
Name of Parent(s) outside of household who may have duty for child support:  Last: _____ First: _____						

**Race codes (use all that apply):**, **A**-Asian, **B**-Black/African American, **H**- Hispanic **I**- American Indian/Alaska Native **P**-Native Hawaiian/Other Pacific Islander, **W**-White

Section 2d: Custody Arrangements		
<b>REQUIRED: Are there any children living in your household that are part of a Joint Custody agreement or another case?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If YES, you're required to complete the following table.</b> <b>If NO, skip to section 3.</b>		
Child's Name	Joint Custody or another case	Date moved into custody arrangement
	<input type="checkbox"/> Joint Custody <input type="checkbox"/> Another custody case (please explain): _____	
	<input type="checkbox"/> Joint Custody <input type="checkbox"/> Another custody case (please explain): _____	

<sup>3</sup> "Qualified Alien" is a required federal term with a legal meaning that goes beyond lawful permanent resident. It includes other categories, such as asylees, refugees, and Cuban and Haitian entrees, among others. 8 U.S.C. § 1641.

**Section 3: There are other programs that can benefit you and your family.**

So that we can connect you to those programs, please select one of the three options below for each program: I participate; I'd like to learn more; or I am not interested.

*\*If you select that you would like to learn more, you will be connected to those programs to complete their referral or application processes to see if you qualify.*

<p><b>Head Start/Early Head Start Education Programs:</b> free, quality education for children 0 to 5 years old (<i>not available in all communities</i>).</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>
<p><b>Early Intervention Colorado:</b> developmental supports available at no cost for children birth up to 3 years old</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more because I am concerned about my birth up to 3-year-old child's development. <input type="checkbox"/> I am not interested.</p>
<p><b>Preschool Special Education:</b> education supports available at no cost for 3- to 5-year-olds</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more because I am concerned about my 3- to 5-year-old child's development. <input type="checkbox"/> I am not interested.</p>
<p><b>Colorado Works/Temporary Assistance for Needy Families (TANF) Cash Assistance:</b> cash assistance for those who qualify</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I'm not interested.</p>
<p><b>Food Assistance (SNAP):</b> assistance buying food</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>
<p><b>Women, Infants and Children (WIC) Food and Nutrition Program:</b> food, nutrition, and breastfeeding supports for you and your 0-5-year-old child(ren)</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>
<p><b>Medicaid/CHP+ Health Insurance Assistance:</b> health coverage for those who qualify.</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>
<p><b>Housing Choice Voucher or cash assistance:</b> assistance paying my rent or utilities</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>
<p><b>Low-Income Energy Assistance (LEAP):</b> assistance paying my heating bill</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>
<p><b>Refugee Medical Assistance:</b> medical assistance for refugees</p>	<p><input type="checkbox"/> I already participate. <input type="checkbox"/> I'd like to learn more. <input type="checkbox"/> I am not interested.</p>

**Section 4: Your Qualifying Activity**

To be eligible for CCCAP, we need to determine your qualifying activity. Please include all accurate information in the following section. Verification of qualifying activity will be required.

*Include the last thirty (30) days of pay stubs for verification; If the last 30 days does not represent your regular income, please submit additional pay stubs for an accurate eligibility determination.*

*Note: If any of your jobs started within the last 60 days, please provide an employer letter.*

**REQUIRED: Section 4a.**

Select **ALL** that apply and complete all requested information for your selected activity or activities.

**Employed**

Start Date: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

**Do you have another job?**

No  Yes (If YES, answer the questions below):

Start Date: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

*\*If you have more than these two jobs, you may complete additional pages*

**Self-employed**

as an LLC

as an S corp

Other: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

**Not working**

When did you stop working? (if applicable) \_\_\_\_\_

**Looking for a job**

Start date (if applicable): \_\_\_\_\_

**Disabled**

Start date: \_\_\_\_\_

*Is the disability:*

Permanent

Temporary (end date: \_\_\_\_\_)

Are you able to take care of the child(ren)?  Yes  No

Physician Review Due Date (if applicable): \_\_\_\_\_

**On maternity leave**

Start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

**On strike**

Start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

**On medical leave**

Start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

**On a seasonal break**

Start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

**REQUIRED: Section 4b. Are you currently participating in training or education?**

Yes  No

**If YES, you're required to complete the table below. (VERIFICATION IS REQUIRED)**

**If NO, skip to Section 4c.**

Name of Training/Education Institution:

Type of Training:	Effective Begin Date:	Anticipated Completion Date:	Number of Credits (if applicable):
<input type="checkbox"/> Adult Basic Education <input type="checkbox"/> English As A Second Language (ESL) <input type="checkbox"/> GED/High School Equivalency <input type="checkbox"/> High School/Jr. High <input type="checkbox"/> Job Skills Training <input type="checkbox"/> Vocational or Trade School <input type="checkbox"/> Certificate Program <input type="checkbox"/> Post-Secondary Education (first bachelor's degree or less)			
Number of hours per week: _____			

**Will this training/education result in a certificate/degree?**  Yes  No

**If YES, which type:**

High School Diploma/GED/High School Equivalency  Associate's Degree  Bachelor's Degree  Master's Degree

Ph.D./Doctorate  Certificate in \_\_\_\_\_

**REQUIRED: Section 4c. Have you graduated within the last 12 months?**

Yes

No

**If YES, you're required to complete the table below.**

**If NO, skip to Section 5.**

Degree obtained:

High School Diploma/GED/High School Equivalency  Associate's Degree  Bachelor's Degree  Master's Degree

Ph.D./Doctorate  Certificate in \_\_\_\_\_



**Section 5: Additional Guardian/Spouse Qualifying Activity**

REQUIRED: Is there an additional guardian/spouse in your home? (If you are a teen parent, do not include your parents)  
Yes No

If YES, you're required to complete Sections 5a – 5c: (VERIFICATION IS REQUIRED)  
If NO, skip to Section 6.

To be eligible for CCCAP, we need to determine your additional guardian/spouse's qualifying activity. Please include all accurate information in the following section. Verification of qualifying activity will be required.

*Include the last thirty (30) days of pay stubs for verification; If the last 30 days does not represent your regular income, please submit additional pay stubs for an accurate eligibility determination.  
Note: If any of your jobs started within the last 60 days, please provide an employer letter.*

**5a. Select ALL that apply and complete all requested information for your selected activity or activities.**

**Employed**

Start Date: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Number of hours per week: \_\_\_\_\_

**Do they have another job?**

No  Yes (If YES, answer the questions below):

Start Date: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Number of hours per week: \_\_\_\_\_

*\*If additional guardian/spouse has more than these two jobs, additional pages may be completed.*

**Self-employed**

- as an LLC
- as an S corp
- Other: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

**Not working**

When did they stop working? (if applicable) \_\_\_\_\_

**Looking for a job**

Start date (if applicable): \_\_\_\_\_

<input type="checkbox"/> <b>Disabled</b> Start date: _____  <i>Is the disability:</i>  <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (end date: _____) Are they able to take care of the child(ren)? <input type="checkbox"/> Yes <input type="checkbox"/> No  Physician Review Due Date (if applicable): _____	<input type="checkbox"/> <b>On maternity leave</b> Start date: _____ Expected end date: _____  <input type="checkbox"/> <b>On strike</b> Start date: _____ Expected end date: _____  <input type="checkbox"/> <b>On medical leave</b> Start date: _____ Expected end date: _____  <input type="checkbox"/> <b>On a seasonal break</b> Start date: _____ Expected end date: _____
--	--

**Section 5b. Is the additional guardian/spouse currently participating in a training/education activity?**  
 **Yes**       **No**

**If YES, you're required to complete the table below. (VERIFICATION IS REQUIRED)**  
**If NO, skip to Section 5c.**

Name of Training/Education Institution: \_\_\_\_\_

Type of Training:	Effective Begin Date:	Anticipated Completion Date:	Number of Credits (if applicable):
<input type="checkbox"/> Adult Basic Education <input type="checkbox"/> English As A Second Language (ESL) <input type="checkbox"/> GED/High School Equivalency <input type="checkbox"/> High School/Jr. High <input type="checkbox"/> Job Skills Training <input type="checkbox"/> Vocational or Trade School <input type="checkbox"/> Certificate Program <input type="checkbox"/> Post-Secondary Education (first bachelor's degree or less)			
Number of hours per week: _____			

**Will this training/education result in a certificate/degree?**     Yes     No

**If YES, which type:**

High School Diploma/GED/High School Equivalency     Associate's Degree     Bachelor's Degree     Master's Degree

Ph.D./Doctorate     Certificate in \_\_\_\_\_

**5c. Has the additional guardian/spouse graduated within the last 12 months?**     **Yes**       **No**

**If YES, you're required to complete the table below.**  
**If NO, skip to Section 6.**

Degree obtained:

High School Diploma/GED/High School Equivalency     Associate's Degree     Bachelor's Degree     Master's Degree

Ph.D./Doctorate     Certificate in \_\_\_\_\_

**Section 6: Work/Self-Employment Income**

**REQUIRED: Do you or your additional guardian/spouse have work or self-employment income?**     Yes     No  
**If YES, you're required to complete the following table: Please list all employment. (VERIFICATION IS REQUIRED.)**  
**If NO, skip to Section 7.**

Individual Name	How often Paid	Total earnings per pay period (including tips & commissions) <i>before taxes</i>

**Section 7: Court Ordered Child Support Paid Out**

**REQUIRED: Do you or your additional guardian/spouse make child support payments for any child(ren)?**  
 Yes     No  
**If YES, you're required to complete the following table: (VERIFICATION OF COURT ORDER AND PAYMENT IS REQUIRED.)**  
**If NO, skip to Section 8.**

Name of person making payment	Name of child	Amount paid	How often paid
		\$	
		\$	

**Section 8: Child Support Received and/or Ordered**

Your county may require you to apply for child support if you do not currently receive it. Talk to your CCCAP specialist for more information.

**REQUIRED: Do you receive child support for any of your children?**     Yes     No  
**REQUIRED: Has child support been ordered for any of your children?**     Yes     No     Not sure

**If YES to either, you're required to complete the following table:**  
**If NO to both, skip to Section 9a.**

Child Name(s)	Is child support received?	Is child support ordered?	Amount of Child Support Paid	How often paid	How is it paid? (Venmo, cash, check, family support registry (FSR), etc.)	Name of non-custodial parent
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$			

**Section 9a: Other Income**

**You must report all income coming into your household so your CCCAP specialist can determine if it is countable in deciding your eligibility.**

**Scan the list of “other income types” below.**

**REQUIRED: Do you or any household members have other types of income?**  Yes  No  
*If you don't see your income type included in the list below, write it in in the “other” spaces at the bottom.*

**If YES, you're required to complete the information below for each person in your household that has other income: If NO, skip to section 9b.**

Your Other Income:

Your Other Income Type	Mark if Receiving	Begin Date	Expected End Date	Amount	How often is the income amount received? (weekly, monthly, annually, etc.)
Alimony/Maintenance	<input type="checkbox"/>				
Cash Contributions	<input type="checkbox"/>				
Gifts	<input type="checkbox"/>				
“In-Kind” (a benefit received for work that is not money, i.e. work for free housing or clothes)	<input type="checkbox"/>				
Social Security (Survivor's, Disability, Retirement)	<input type="checkbox"/>				
Supplemental Security Income (SSI)	<input type="checkbox"/>				
Unemployment Compensation	<input type="checkbox"/>				
Veteran's Benefits	<input type="checkbox"/>				
Other Income (List Type):					
Other Income (List Type):					

Additional Guardian/Spouse's Other Income:

Additional Guardian/Spouse Other Income Type	Mark if Receiving	Begin Date	End Date	Amount	How often is the income amount received? (weekly, monthly, annually, etc.)
Alimony/Maintenance	<input type="checkbox"/>				
Cash Contributions	<input type="checkbox"/>				
Gifts	<input type="checkbox"/>				
“In-Kind” (a benefit received for work that is not money, i.e. work for free housing or clothes)	<input type="checkbox"/>				
Social Security (Survivor's, Disability, Retirement)	<input type="checkbox"/>				
Supplemental Security Income (SSI)	<input type="checkbox"/>				
Unemployment Compensation	<input type="checkbox"/>				
Veteran's Benefits	<input type="checkbox"/>				
Other Income (List Type):					
Other Income (List Type):					

Child's Other Income

**(Don't include child support covered in Sec. 8)**

Child's Name:

Child(ren)'s Other Income Type	Mark if Receiving	Begin Date	End Date	Amount	How often is the income amount received? (weekly, monthly, annually, etc.)
	<input type="checkbox"/>				

Alimony/Maintenance	<input type="checkbox"/>				
Cash Contributions	<input type="checkbox"/>				
Gifts	<input type="checkbox"/>				
"In-Kind" (a benefit received for work that is not money, i.e. work for free housing or clothes)	<input type="checkbox"/>				
Social Security (Survivor's, Disability, Retirement)	<input type="checkbox"/>				
Supplemental Security Income (SSI)	<input type="checkbox"/>				
Unemployment Compensation	<input type="checkbox"/>				
Veteran's Benefits	<input type="checkbox"/>				
Other Income (List Type):					
Other Income (List Type):					

**Section 9b: Assets (resources, belongings, valuables, etc.)**

**If your countable assets are worth more than \$1,000,000 you may not be eligible for CCCAP.**

**(REQUIRED): Do you or your additional guardian/spouse have any liquid resources?** Yes No

**Liquid resources are cash assets that may include (but are not limited to):** cash on hand, money in checking or savings accounts, saving certificates, stocks or bonds, or nonrecurring lump sum payments, etc.

**If NO, answer the next question about non-liquid resources.**

**If YES, you're required to provide the amount of your liquid resources in dollars \$ \_\_\_\_\_**

**(REQUIRED): Do you or your additional guardian/spouse have any non-liquid resources?** Yes No

**Non-liquid resources are non-cash assets that may include (but are not limited to):** licensed/unlicensed automobile, RVs, real property, etc.

**If NO, skip to Section 10.**

**If YES, you're required to provide the current dollar value of your non-liquid resources \$ \_\_\_\_\_**

**Section 10: Employment/Training/School/Job Search Schedule**

Please fill in your expected schedule. If there is an additional guardian/spouse, fill in schedules for both. If you have more than one job please list your work schedule for both jobs.

<i>Example</i>	<i>Mon.</i> <i>8:00a - 5:00p</i>	<i>Tues.</i> <i>8:00a - 5:00p</i>	<i>Weds.</i> <i>8:00a - 5:00p</i>	<i>Thurs.</i> <i>8:00a - 3:00p</i>	<i>Fri.</i> <i>8:00a - 5:00p</i>	<i>Sat.</i> <i>8:00a-12:00p</i>	<i>Sun.</i> <i>8:00a - 5:00p</i>
<b>YOUR SCHEDULE</b>	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun
Work/Job Search							
Training/School							
<b>ADDITIONAL GUARDIAN/SPOUSE SCHEDULE</b>	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun
Work/Job Search							
Training/School							

If your schedule varies please explain

---



---



---

**Section 11: Children’s Current Care Schedule (REQUIRED)**

Please complete a row for each child needing care. Do not complete for children who do not need care. If there are changes to your child’s care schedule you **MUST** inform your CCCAP specialist. If you need assistance identifying a provider, visit [www.coloradoshines.com](http://www.coloradoshines.com) or call 877-338-2273.

Child Name	Child In School (k-8th grade)	Grade and School Of Attendance	Child’s Schedule: Please indicate the <u>anticipated number of hours</u> of care needed per day. If you have a non-traditional schedule, list the exact times that care is needed. This information is necessary, so we know how many hours you need covered by CCCAP.							
			Provider License # or Provider Name, Address and Phone # where the child is enrolled.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
	<input type="checkbox"/> Yes <input type="checkbox"/> No									

Is this a new provider? (REQUIRED)  Yes  No

If yes, has the child’s enrollment been confirmed with the provider? (REQUIRED)  Yes  No

If yes, you’re required to provide an anticipated Start Date: Start: \_\_\_/\_\_\_/\_\_\_

Is this child enrolled in a Head Start/Early Head Start Program?  Yes  No If yes, what is their enrollment start date and end date? Start: \_\_\_/\_\_\_/\_\_\_ End: \_\_\_/\_\_\_/\_\_\_

Child Name	Child In School (k-8th grade)	Grade and School Of Attendance	Provider License # or Provider Name, Address and Phone # where the child is enrolled.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

Is this a new provider? (REQUIRED)  Yes  No

If yes, has the child’s enrollment been confirmed with the provider? (REQUIRED)  Yes  No

If yes, you’re required to provide an anticipated Start Date: Start: \_\_\_/\_\_\_/\_\_\_

Is this child enrolled in a Head Start/Early Head Start Program?  Yes  No If yes, what is their enrollment start date and end date? Start: \_\_\_/\_\_\_/\_\_\_ End: \_\_\_/\_\_\_/\_\_\_

Child Name	Child In School (k-8th grade)	Grade and School Of Attendance	Provider License # or Provider Name, Address and Phone # where the child is enrolled.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
	<input type="checkbox"/> Yes <input type="checkbox"/> No									

Is this a new provider? (REQUIRED)     Yes     No

If yes, has the child's enrollment been confirmed with the provider? (REQUIRED)     Yes     No

If yes, you're required to provide an anticipated Start Date: Start: \_\_\_/\_\_\_/\_\_\_

Is this child enrolled in a Head Start/Early Head Start Program?  Yes  No    If yes, what is their enrollment start date and end date? Start: \_\_\_/\_\_\_/\_\_\_ End: \_\_\_/\_\_\_/\_\_\_

Child Name	Child In School (k-8th grade)	Grade and School Of Attendance	Provider License # or Provider Name, Address and Phone # where the child is enrolled.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
	<input type="checkbox"/> Yes <input type="checkbox"/> No									

Is this a new provider? (REQUIRED)     Yes     No

If yes, has the child's enrollment been confirmed with the provider? (REQUIRED)     Yes     No

If yes, you're required to provide an anticipated Start Date: Start: \_\_\_/\_\_\_/\_\_\_

Is this child enrolled in a Head Start/Early Head Start Program?  Yes  No    If yes, what is their enrollment start date and end date? Start: \_\_\_/\_\_\_/\_\_\_ End: \_\_\_/\_\_\_/\_\_\_



---

Authorization to Supply Information

Authorization to Supply Information

I hereby authorize the County Department of Social/Human Services, in the course of administering the social services program, to supply information to any of the entities listed below. I release the county department from any and all liability for supplying such information.

- Any child care provider I may choose to use,
- any employer for whom I currently work or have worked,
- any school or training institution I may be attending
- any housing authority
- and/or any other information that may be pertinent to my application for or receipt of public assistance programs including Head Start and Early Head Start.

Authorization to Release Information

I authorize the persons, agencies, or institutions entered below to supply information to the County Department of Social/Human Services concerning my application for or receipt of social services. I also allow inspection and reproduction of records in their possession pertaining to me by any authorized representative of the county department. I release the person, agency, or institution from any and all liability for supplying such information.

- Any child care provider I may choose to use,
- any employer for whom I currently work or have worked,
- any documentation submitted for self-employment,
- any school or training institution I may be attending,
- any housing authority,
- and/or any other information that may be pertinent to my application for or receipt of public assistance programs including Head Start and Early Head Start.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Additional Guardian/Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

## LOW-INCOME CHILD CARE CLIENT RESPONSIBILITIES AGREEMENT

As a recipient of Colorado Child Care Assistance Program (CCCAP) Benefits, I agree to the following:

1. To notify my child care worker in writing within ten (10) calendar-days if my total household income exceeds 85% of the State Median Income (SMI) and report within four (4) weeks if my qualifying eligible activity changes. I understand that I must also verify these changes and that I will have to repay any benefits I received for which I was not eligible. Income amounts by household size can be found at [www.coloradoofficeofearlychildhood.com](http://www.coloradoofficeofearlychildhood.com).
2. To complete the re-determination process, including providing a complete re-determination packet and all required verification, when it is due, in order to maintain my CCCAP benefits.
  3. To provide my child care worker with a copy of my un-expired picture ID that has been taken in the past ten (10) years issued by a school or U.S. federal or state governmental agency if I am declaring the identity of my child(ren) due to the child(ren) not having identification as part of the application or at re-determination if it was not previously received by my child care worker.
4. I agree to provide my child care worker with immunization records for my child(ren) if they are not yet school-age and care is provided outside of my home by an unrelated, Qualified Exempt Child Care Provider.
5. To notify my child care worker prior to changing child care providers otherwise the county may not pay for my child care.
6. To cooperate with the Child Support Services office for any child that is receiving care and has an absent parent if my county requires cooperation with Child Support Services.
7. To use the State approved Attendance Tracking System (ATS) as designed to check my child(ren) in and out of child care on the days that my child(ren) attends child care. If my child care provider has a state approved ATS waiver, I will check my child(ren) in and out as instructed by my child care worker and/or provider.
8. To not share my Attendance Tracking System Personal Identification Number (PIN) with my child care provider or any other individual and to notify my child care worker if my child care provider asks for this information.
9. To pay the parent fee listed on my child care authorization notice to my child care provider in the month that care is received.
10. If my CCCAP case closes and less than thirty (30) days have passed from date of closure before I have provided the verification needed to correct the reason for closure, services may resume as of the date the verification was received by the county. I also understand that I would be responsible for payment during the gap in service.

As a recipient of CCCAP benefits, I acknowledge the following:

1. If myself or any teen parent or adult caretaker on my child care case is self-employed I/we must maintain an average income that exceeds business expenses and I agree to track and verify income, expenses, work schedule and need for care to assist in my eligibility determination.
2. If child care is provided for an employment or self-employment activity then the taxable gross wages divided by the number of hours worked must equal at least the current federal minimum wage in order to continue receiving child care. If a self employment endeavor is less than twelve (12) months old and I am not making minimum wage, I will communicate this to my child care worker so that I may utilize the Self-Employment Launch Period.
3. My parent fee is based on countable household income, household size and number of children in care and is subject to change. I will be noticed of my new parent fee at the time of application or re-determination; or, when a reduction/increase of household parent fee occurs.
4. If I do not pay my parent fee or make acceptable payment arrangements with my child care provider, I will lose my child care benefits at re-determination and will not be able to receive child care assistance with another child care provider and/or through any other county.
5. If myself or another caretaker on my child care case is found to have intentionally given false information by deed or omission, my child care household cannot get child care assistance for twelve (12) months for the first offense, twenty-four (24) months for the second offense, and permanently for the third offense. This crime is subject to prosecution under federal and state laws. Revised 10/2020

**YOU MUST READ AND SIGN THIS PAGE**

**You must submit the following documentation with this form:**

**IF YOU'VE HAD A CHANGE IN ADDRESS YOU NEED TO INCLUDE VERIFICATION OF RESIDENCY WHICH MAY INCLUDE ONE OF THE FOLLOWING:**

- A lease agreement
- A utility bill
- A mortgage statement
- A paycheck stub with your address listed on it

**IF YOU OR ANOTHER CARETAKER ON YOUR CASE ARE EMPLOYED OR SELF-EMPLOYED, YOU NEED TO INCLUDE:**

- For self-employed persons, a business ledger and copies of your total business earnings, your business expenditures for the last thirty (30) days, and your expected work schedule. (Please be aware that you must make a profit and you must meet the current Federal Minimum wage to remain eligible).
- Income verification and verification of your work schedule (your work schedule is only required if you are requesting care during the evening, overnight, or weekend hours). You must attach copies of all household members' **pay stubs from the last thirty (30) days**. Please be aware that you must meet the current Federal Minimum wage to remain eligible.

**If you just started a new job**, you must provide a completed copy of the employment verification letter including: your start date, your wages, your schedule (if requesting care during the evening, overnight, or weekend hours), number of hours/days you work per week, how often you will be paid, and the date of your first paycheck.

**IF YOU OR ANOTHER CARETAKER ON YOUR CASE ARE IN AN EDUCATION/TRAINING ACTIVITY, YOU NEED TO INCLUDE:**

A letter from your education/training institution which confirms your enrollment. This may include verification that:

1. Identifies the program you are enrolled in; and,
2. Identifies when you are expected to complete the program.
3. Start and end dates of quarter, semester, or session;
4. Days/times of class (if requesting care during the evening, overnight, or weekend hours); and,
5. Number of credits.

Thank you for completing this form. If you have any questions call the Child Care Assistance Program (CCAP) at your county department of social/human services.

Completion Checklist Did you:					
	Complete redetermination		Attach required pay stubs		Attach employment verification letter (if new employment)
	Sign and date redetermination		Attach all training information		Attach verification of any other income
	Attach work or education/ training schedule (if requesting care during the evening, overnight, or weekend hours)		Attach all education information		Attach verification of residence (if you've experienced a change in address)

I certify that the information on this form is correct, to the best of my knowledge. I understand that failure to report changes or misreporting information may result in the recovery and/or discontinuance of my child care benefits. I have read and agree to the conditions above for receiving assistance with my child care costs.

---

**Primary Adult Caretaker Signature**

**Daytime Phone**

**Date**

---

**Other Adult Caretaker Signature**

**Daytime Phone**

**Date**

### **IMPORTANT REMINDERS:**

**A person found to have intentionally given false information by deed or omission cannot get child care assistance in Colorado for twelve (12) months for the first offense, twenty-four (24) months for the second offense, and permanently for the third offense. This crime is subject to prosecution under federal and state laws.**

You must report changes to income where the total income exceeds eighty-five per cent (85%) of the State Median Income, in writing, within ten (10) calendar days of the change. You must also report if you are no longer in your eligible activity, in writing, within four (4) calendar weeks.

A Change of Eligibility form can be obtained from the Colorado Child Care Assistance Program at your county department of social/human services.

Until you are approved for the Child Care Assistance Program you are responsible for the cost of child care. Please ask your eligibility worker for details.

After you are approved for the Child Care Assistance Program you are responsible for payment of Parental Fees (if applicable) to your Provider. Please ask your eligibility worker for details.

To remain eligible for the Child Care Assistance Program you are responsible for providing all required information to complete your re-determination. Please ask your eligibility worker for details.

A Change of Eligibility form can be obtained from the Colorado Child Care Assistance Program at your county department of social/human services.

## **RIGHT OF APPEAL AND FAIR HEARING**

If you disagree with an action taken in regards to child care benefits, you have a right to:

- A local level dispute resolution conference which must be requested before the effective date of the proposed action;
- If you are dissatisfied with the outcome of the local dispute resolution conference, you may request a state level fair hearing before an administrative law judge if the written request for a hearing is mailed or delivered to the Office of Administrative Courts no later than 10 calendar days after the local level conference decision is mailed or delivered by the county;
- If you do not want to have a local/county conference to resolve the dispute, you may request a state level hearing before an administrative law judge, if the issue is appealable, and if your written request is mailed or delivered to the Office of Administrative Courts no later than 90 calendar days from the date of the notice of action;
- You may request judicial review of the final agency decision following the state level fair hearing in district court, after exhausting all administrative appeal rights; and
- If you have been receiving child care assistance, you may request continued assistance until the dispute is resolved or until the final agency decision is issued, if the request for a local conference and/or state level hearing is made before the effective date of the proposed action being appealed. You should be aware that the state and county are required to attempt to collect or get repayment of all benefits provided to you for which you were not eligible.

If you request a local conference, the county will schedule that conference. At your conference, you will be given an opportunity to present your case. The person(s) reviewing your case will not be the same person responsible for the action in dispute. Before you decide to request a local dispute resolution conference, we encourage you to talk with your county child care worker, and then the worker's supervisor. Often your questions and concerns can be settled by talking to county staff that is responsible for making the change in your child care subsidies.

If you want to request a state level fair hearing, your request must be sent or delivered to:

**Office of Administrative Courts  
1525 Sherman St.  
4<sup>th</sup> Floor  
Denver, Colorado 80203**

- In the letter you need to say that you want to appeal the county's action and why you want to appeal that action. If you need help doing this you can ask anyone you like to help you, talk to a legal aid office or attorney, or ask your child care worker to help you.
- When your letter is received, you will get a letter from the Office of Administrative Courts explaining what will be done and the date for the appeal hearing. It will also explain who can come with you, who can present testimony and other information about the hearing.
- Throughout the appeal process, you have the right to be represented or assisted by legal counsel, a relative, a friend or a spokesperson of your choosing.

**Discrimination**

If you believe that you have been discriminated against because of race, color, sex, age, religion, political beliefs, national origin, or handicap, you have a right to file a complaint with:

Office for Civil Rights  
U.S. Department of Health &  
Human Services 1961 Stout Street  
- Room 1426  
Denver, Colorado 80294  
(303) 844-2024 or (303) 844-3439 (TDD)

**Keep this page for your reference.**