

CHECK LIST FOR NEW DENVER CHILD CARE ASSISTANCE PROGRAM APPLICATIONS

COMPLETE ENCLOSED FORMS

- CCAP Application: Please complete all sections and sign the application.
- Email Address: CCAP requires an email address to use our attendance tracking system. **You MUST supply an email address, or your case will not be approved.**
- Authorization to Supply/Release Information
- Provider Choice: select a child care provider(s) and list in Section 13 of the application. Please ensure that you have contacted the potential child care provider and that they have a vacancy for your child. You can call the Mile High United Way Childcare Referral line at 211 or visit www.coloradoshines.com for help locating quality child care providers in your area.
- Non-school Days Care Request for school-age children needing full time care on school closure days (optional)
- Voter Registration (optional)

INCLUDE COPIES OF THE FOLLOWING DOCUMENTS

- Citizenship Documentation and Parent(s) Photo ID:** birth certificates or other citizenship documentation for all children in the household for whom you are requesting care.
- Verification of County Residency:** utility bill or lease/mortgage statement showing name and address and received within the last 60 days. If you live with someone else and do not receive bills in your name, a Verification of Residency form is attached for your convenience. If you do not live in Denver County, you MUST submit your application in the county in which you reside.
- Income Verification:** verification of all household income for the last 30 days: this includes pay stubs, self-employment ledgers, child support, SSI, unemployment, bonuses, money received from other people, in-kind income such as meals or rent in exchange for work, etc.
- Verification of Custody Schedule:** for children needing care who are part of a joint custody arrangement.

INCLUDE DOCUMENTATION OF YOUR ELIGIBLE ACTIVITY

- Employment:** If you are employed, please include the following information:
 - Verification of Employment:** 30 days of paystubs. If you have been at your job for less than 60 days and do not have 30 days of paystubs or you do not receive paystubs, please have your employer complete the attached Verification of Employment form or write a letter on company letterhead including the information requested on the form.
 - Work Schedule:** a schedule is only needed if you are requesting child care outside of traditional hours (Monday-Friday, 6 a.m. - 6:30 p.m.) as declared on Section 13 of the application. This can be two weeks of posted work schedules, or letter from employer verifying schedule.
- Self-employment:** If you are self-employed, please include the following information:
 - One Month of Ledgers: including income and expenses with invoices and receipts. If you need a form to report this information, please request one from your caseworker.
 - Declared Work Schedule: your schedule for the hours that you are in your self-employment activity.
- Education/Training:** If you are attending school or training, please include the following information:
 - Verification of Current School Enrollment: Letter from the school verifying your enrollment.
 - School Schedule:** a schedule is only needed if you are requesting child care outside of traditional hours (Monday-Friday, 6 a.m. - 6:30 p.m.) as declared on Section 13 of the application. The schedule should include dates and times of classes.
- Job Search:** If you are seeking child care to search for a job, indicate this in Section 2 and/or 3 of the application.