



Dear Denver Child Care Assistance Program Applicant,

Thank you for your interest in the Child Care Assistance Program (CCAP). We look forward to working with you. Before you review the enclosed application packet, please take a moment to read the following IMPORTANT information:

- **You must apply in your county of residence.** Denver County cannot approve CCAP applications for applicants who live in other counties, so failure to apply in the correct county will result in delays in processing your application.
- **You must be in an eligible activity** (employed, job searching, or attending school/training) to be eligible for CCAP. If you do not list an eligible activity on your application, the application will be denied.
- **If you are currently receiving cash assistance through Colorado Works/TANF, please do not complete this application.** Your Colorado Works case manager can assist you with meeting your child care needs, so please contact them for assistance.
- **You must comply with Child Support Services** for all children who have a parent outside of the home and for whom you are requesting child care. Once you are approved for CCAP, Child Support Services will be contacting you to schedule an appointment with their office.
- **You can also apply online for CCAP through Colorado PEAK at www.colorado.gov/peak.** You will still need to provide the documents listed on the checklist included with this application, so please review the checklist and provide those documents to us using one of the methods listed below.

Enclosed is your **application packet** and a **checklist** detailing the documents needed for a complete application. **Please review the checklist carefully and ensure that you are attaching all necessary documents.** If your application is incomplete or missing required documents, it will result in processing delays and/or a denial of child care benefits. If you need help completing your application, please call the Denver CCAP KIDS Line (720-944-5437) and leave your name and contact information or email the CCAP team at denverccap@denvergov.org, and a CCAP representative will contact you.

To return this information to us, you may:

- Scan and email application and documents to denverccap@denvergov.org.
- Drop the documents in a CCAP Drop Box at:
 - Denver Human Services Richard T. Castro Human Services Center located at 1200 Federal Blvd. Drop Boxes are located near the 1st floor security desk, in the Self-Service Center (Room 1026) on the first floor, and on the second floor near the top of the stairs.
 - Arie P. Taylor Building DHS Office located at 4685 Peoria St. Drop box is located in the lobby.
 - East DHS Office located at 3815 Steele St. Drop box is located in the lobby.
- Mail your application to
Denver Human Services
Attention CCAP
1200 Federal Blvd.
Denver, CO 80204
- Fax the documents to 720-944-3330. Attention: CCAP.

Sincerely,

Your Denver County CCAP Team