

COLORADO CHILD CARE ASSISTANCE PROGRAM

Application Checklist

****Please use blue or black ink only when completing this application****

In order for your Colorado Child Care Assistance Program (CCCAP) application to be processed, you *must* provide the following information in addition to the completed application. You may submit your application before providing this information.

Pay stubs for at least the last three (3) months. If you have just started a new job and do not have pay stubs, an employer letter on company letterhead can be accepted. This letter must include:	
<ul style="list-style-type: none"> ▪ Name and address of the company; ▪ Date you began working ▪ Number of hours you work each week; 	<ul style="list-style-type: none"> ▪ Amount you are paid per hour; ▪ How often you are paid and on what day of the week (weekly, bi-weekly, twice a month, or monthly) e.g. Paid bi-weekly on Thursday
Verification of any unearned income, which would include:	
<ul style="list-style-type: none"> ▪ Child support ▪ Unemployment ▪ Regular help from friends or relatives ▪ Social Security 	<ul style="list-style-type: none"> ▪ Workman's Compensation ▪ Any other monies received by your household that is not from employment
Verification of the Citizenship status of the children you are requesting care for.	
<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Possession of a U.S. passport ▪ Certificate of Naturalization 	<ul style="list-style-type: none"> ▪ Identification cards for U.S. citizens ▪ A certificate of U.S. citizenship ▪ Certificate of birth abroad of a citizen of the United States
Verification of Identity for Parents in the Household:	
<ul style="list-style-type: none"> ▪ Official Picture Identification (original) 	
Other	
<ul style="list-style-type: none"> ▪ Verification of immunization records for all non-school age children you are requesting care for. ▪ Parents must provide three proofs of county residency (copy of lease or letter stating the living arrangements, drivers license, and a utility bill or legal document with current address) <p>If you are under the age of 20 and a teen parent who is attending high school, junior high school or a GED Program, you are required to submit the following information:</p> <ul style="list-style-type: none"> ▪ School advisor's statement of GED completion date or graduation date ▪ Copy of class schedule issued by your school 	

Please provide the following information about your child care provider(s):**

(More than one provider may be used)

Child Care Provider #1

NAME: _____

ADDRESS: _____

CITY/STATE: _____

Child Care Provider #2

NAME: _____

ADDRESS: _____

CITY/STATE: _____

**** If you do not have a provider and need assistance in finding a provider, please call 377-3388 and dial extension 203 for the child care referral specialist.**

Can we call you Monday through Friday between 8:00 a.m. and 4:30 p.m.? Yes No

If yes, phone number _____ best time to call _____

A client interview is a requirement of the application process. Interviews are done on a walk in basis. You must have verification of citizenship status for the child before an interview can be completed.

General Program Information Questions	Fort Collins Interviews	Loveland Interviews
498-6300	1501 Blue Spruce Drive	205 East 6th Street
	Monday 8:30-11:00 a.m.	Monday 11:30-3:00 p.m.
	Tuesday 12:30-3:30 p.m.	Tuesday 8:30-12:00 p.m.
	Thursday 8:30-11:00 a.m.	Thursday 11:30-3:00 p.m.

