

CHILD CARE ASSISTANCE PROGRAM (CCAP) INDIVIDUAL RESPONSIBILITY CONTRACT (IRC)

Participant Name: _____ **HH#** _____ **Technician #** _____

Program Goal: To provide childcare assistance to eligible families.

Action Plan

WORK ACTIVITY: Low-Income Childcare Program Eligible Activity. **Begin/End Dates:** _____ to _____

I agree to continue in a Larimer County eligible activity

Larimer County Dept. of Human Services will: Pay childcare provider(s) designated by above named parent/caretaker relative according to the rules and regulations of the Low-Income Childcare Assistance Program and Larimer County policies, as long as said parent/caretaker relative maintains eligibility for the Low-Income Childcare Assistance Program and the childcare provider(s) maintains a valid fiscal agreement with our department.

Participant will:

- Maintain participation in a Larimer County eligible activity.
- Use the CCAP card to check child(ren) in and out of care on the Point of Service Device located at the designated child care providers location.
- Notify my Child Care Worker in writing:
 - √ **Before** I change child care providers.
 - √ Within ten (10) days if my income exceeds 85% of the State Median Income. For my household size of _____ 85% of the State Median income is \$ _____
 - √ Within four (4) weeks if my qualifying eligible activity changes.
 - √ I understand that if I fail to report the changes as outlined above ***I may lose my child care benefits and may have to repay the benefits I have received.***
- Complete the re-determination process when it is due, including providing all required verification and required county forms.
- Acknowledge that the Colorado Child Care Assistance Program Handbook was received to inform me of my responsibilities under the CCCAP program.
- Pay my parental fee (my share of the cost of child care) to my childcare provider on the first of every month.

I understand:

- Failure to pay my parental fee or make payment arrangements agreeable with my provider will result in termination of childcare assistance. Failure to report changes will result in recovery of childcare benefits paid. Failure to complete a re-determination of eligibility when it is due will result in termination of childcare assistance.
- That a person found to have intentionally given false information by deed or omission 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.
- Failure to maintain participation in a Larimer County eligible activity will result in a recovery of childcare benefits.
- Failure to apply for and cooperate with the Child Support Enforcement (CSE) will result in my child care assistance case being closed.
- I have the right at any time to apply for a good cause exemption for non cooperation with child support requirements by completing the good cause exemption form.

Participant's initials: _____ **Childcare technician's initials:** _____

Provisions:

I further understand:

- That no individual is legally entitled to any form of assistance under the Colorado Works Program or the Child Care Assistance Program.
- That the Individual Responsibility Contract (IRC) is a contract between the participant and Larimer County that specifies the terms and conditions under which a participant may receive assistance under the Child Care Assistance and Colorado Works Program and specifies the responsibilities of the county and the participant. The Individual Responsibility Contract does not create a legal entitlement to benefits; and
- That a participant's failure to comply with the IRC, without good cause, may result in sanctions including but not limited to, termination of any cash assistance.
- Either the county or participant may request modification of their contract.

This contract expires on: _____

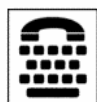
Participant's Signature

Date

Childcare Technician's Signature

Date

**If you need help, tell us. Your worker will help you.
We provide services for:**



White: Case file
Yellow: Client

LCHS 4214 (08/11)



DEPARTMENT OF HUMAN SERVICES

Child Care Assistance Program

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