

FAQs for CCAP Redetermination

Q: Parts of this form do not apply to me! Do I have to fill them out, too?

A: *Yes, you must complete the entire form. Writing “n/a” does not count!*

Q: My child(ren) have not had any new immunizations since the last time I turned copies in to you. Do I still need to send them?

A: *You must send copies of immunizations once per year for your non-school age kids, even if there have been no changes.*

Q: How many pay stubs should I send with my redetermination?

A: *This depends on how often you are paid. If you are paid weekly, you should send copies of your last 13 (thirteen). If you are paid semi-monthly, send copies of your last 6 (six). If you are paid biweekly (every other week), send copies of your last 7 (seven) and if you are paid monthly, send copies of your last 3 (three).*

Q: What is included with the Redetermination packet?

A: *There are 5 different forms that you will receive with your packet and they are:*

- Redetermination of Eligibility Form
- Individual Assessment
- Unrelated Individual Questionnaire
- School Break Form
- Individual Responsibility Contract

Q: What will happen if I don't completely fill out every single form?

A: *Incomplete forms will be returned to you to complete. You risk having a “break” in your child care and having to pay “out of pocket” for days that are not covered by CCAP if all of the forms are not complete and returned by the date they are requested.*

Q: What are some common mistakes that people make when completing the redetermination packet?

A: *Below, listed form by form, are some of the common oversights that we see when we are processing the 6-month redetermination:*

REDETERMINATION OF ELIGIBILITY FORM

- Make sure to answer *every* question and fill in *every* blank on the form, including the section on page 2 regarding “training/school” (fill in your name and mark “yes” or “no”).
- Fill in your work *and* school schedule on page 3, *even if CCAP is not covering care while you attend school.*
- Each blank space under the income section on page 4 *must* be completed; enter zeros (0) if necessary.
- Under “other income” on page 5, you must circle “yes” or “no” for *each* income source.
- It is VERY IMPORTANT that you sign and date *both* pages 5 and 6.

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INDIVIDUAL ASSESSMENT

- Make sure that you complete both sides and that one is completed for each parent in the household.

UNRELATED INDIVIDUAL QUESTIONNAIRE

- If you do have someone living with you who is not related to you or your children, make sure you fill in the name of that person AND complete sections II and III before completing section IV; if the answer on I is “no”, simply skip ahead to section IV!
- Make sure you print and sign your name on section IV.

SCHOOL BREAK FORM

- This form is to be completed for school-age kids who may need full time care on days that school is not in session (on holidays, school breaks, etc.) and that you expect to be in your eligible activity; be sure to fill in each child’s name and put an “X” next to each day that you will need full time care.
- If your child’s school does not follow either the Poudre or Thompson Valley school district’s schedule for school-out days, send a copy of your child’s school’s calendar indicating which days you are requesting extra coverage for.

INDIVIDUAL RESPONSIBILITY CONTRACT

- There is a section, roughly halfway down the page on the left side that requires your initials.

MISCELLANEOUS - FYI

- If you are attending school of any sort, you must provide a copy of your class schedule whether or not you are requesting care for class time.
- If you have a new job, you must provide the following verification
 - start date
 - end date of old job (if applicable)
 - work schedule
 - rate of pay
 - pay frequency (how often you are paid)

Q: Is that all?

A: *Not necessarily. If you have other questions, please contact your technician!*