

# →→→ CHILD CARE ASSISTANCE APPLICATION PROCESS ←←←

- Determine if you are eligible for child care assistance.
- Are you responsible for paying child care costs for a child under 13 or a child under 18 with a disability who lives with you?
- Is every adult in your household:
  - Working at least 20 hours a week **OR**
  - Attending an accredited school or a training program as a full-time student **OR**
  - Attending an accredited school or a training program at least 20 hours a week **OR**
  - Actively seeking work **OR**
  - Participating in a transitional living program **OR**
  - Receiving disability income **OR**
  - Experiencing homelessness?
- Is your household's total monthly gross earned and unearned income less than the amount listed below for your household size?  
(gross income refers to income before any deductions from the paycheck)

2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS	9 PERSONS
\$2,927	\$3,616	\$4,304	\$4,993	\$5,682	\$5,811	\$5,940	\$6,069

If you answered YES to all of the above questions, you may be eligible for child care assistance. \* Limits are Subject to change

## CATEGORICALLY ELIGIBLE:

Is your child a participant in the Early Head Start Childcare Partnership, have an IEP or IFSP, Homeless, or STEP/TANF recipient?

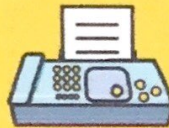
### 1 SUBMIT APPLICATION + VERIFICATION DOCUMENTS:



CAFÉ CUSTOMER PORTAL

[HTTPS://CAFE-CP.DOE.LOUISIANA.GOV/EDSELFERVICE/](https://cafe-cp.doe.louisiana.gov/edselfservice/)

OR

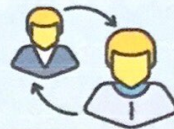


FAX

### VERIFICATION DOCUMENTS INCLUDE:

- Last 4 consecutive check stubs (within 45 days of application date)
- All unearned income documentation (if applicable)
- Screenshot of registration with Louisiana Workforce Commission (LWC) Helping Individuals Reach Employment (HIRE) (if applicable)
- Detailed school schedule (if applicable) or statement from an accredited college or training program deeming full-time status
- Birth certificates for all children in the household
- Social security cards for all household members (optional)
- IEP, IFSP, or SSI award letter (if applicable)
- Any other documents requested

### 2 WITHIN 5 BUSINESS DAYS OF RECEIVING A COMPLETE APPLICATION:



**THE ANALYST**  
will request any additional verification that is needed to make an eligibility decision.

### 3 AFTER THE APPLICATION HAS BEEN SUBMITTED, THE APPLICATION WILL BE PLACED IN ONE OF THE FOLLOWING CATEGORIES:



#### COMPLETE:

CCAP Application and necessary documents have been received to make an eligibility decision.

OR



#### INCOMPLETE APPLICATION:

The applicant does not provide the verification needed to determine eligibility. Applicant can reapply at any time.

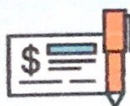
OR



#### AWAITING VERIFICATION:

Analyst has requested additional verification from the head of household.

### 4 IF THE APPLICATION STATUS IS COMPLETE, THE APPLICANT WILL EITHER BE:



#### CERTIFIED TO RECEIVE FUNDS:

Applicant can begin receiving services. **Categorically eligible children are automatically placed within this category.**

OR



#### CERTIFIED TO WAIT LIST:

Applicant will remain on the wait list until additional funding is received.

### 5 IF ELIGIBLE TO RECEIVE CCAP FUNDS:



**COMPLETE A FINGER IMAGE SCAN**  
(NEW APPLICANTS ONLY)



REVISED MARCH 2021  
CCAP HOUSEHOLD ELIGIBILITY: P.O. BOX 260037 • BATON ROUGE, LA 70826  
TELEPHONE: 1-877-453-2721 • FAX: 225-342-3906 • LDECCAP@LAGOV

