

CCAP Application Checklist

The following are required when applying for the Child Care Assistance Program (CCAP):

- ❑ **Proof of Identity** of person applying (driver's license, ID)
- ❑ **Social Security Cards** for all household members (optional)
- ❑ **Birth Certificates** for children needing care
- ❑ **Proof of Residency & Household Composition**
 - DCC 90C Residence-Household Verification Form (**click here for the form**)
 - current lease (cannot be older than 1 year) must list all residents at applicant's address
 - written statement or collateral contact from individual who has knowledge of client's living situation
- ❑ **Verification of Earned Income**, which could include but not limited to
 - DCC-90D Verification of Income completed by employer (**click here for the form**)
 - letter from your employer (if recently employed or starting employment) should include the following information
 - number of hours individual will be working weekly
 - pay rate
 - start date
 - how often paid
 - pay stubs (prior two months) for an unchanged work history
 - if self-employed, bring most recent tax return or business records
- ❑ **Verification of Unearned Income** for all members of the household
- ❑ **Copy of Current Class Schedule** (if care is needed while in school)
- ❑ **Name, Address and Phone Number of Child Care Provider**
- ❑ **Immunization Certificates** for children not in school and being cared for by an in-home provider (Registered)
- ❑ **Documentation of Special Need** - statement from a health professional