



Checklist for New CCCAP Applications

Before you start the CCCAP application, review this checklist of the documentation that you will need to submit.

CCCAP Application Form

- Email Address:** CCCAP requires an email address. You must provide an email address to use our attendance tracking system (ATS). An email address is required for your application to be approved.
- CCCAP Application:** Complete all sections and sign it. The application is a fillable PDF document that you can download and save to your device. Here is the [CCCAP application in English](#) and the [CCCAP application in Spanish](#).

NOTE: Please complete all sections and sign the application. If a section of the application does not apply to you, please indicate this by writing "N/A".

- Authorization to Supply/Release Information:** This is a required section of the CCCAP application but families don't always complete it. It gives CCCAP permission to communicate on your behalf with child care providers, employers, training institutions, and other county offices.
- Child Care Provider Choice:** Select a child care provider and list them in Section 13 of the CCCAP application. Please make sure that you have contacted the potential child care provider and that they have a space for your child. If you need help finding a provider, call the Colorado Shines Child Care Referral line at 877-338-2273 or visit coloradoshines.com/search to find quality child care programs in your area.
- School Closure Calendar:** For school-age children that need full-time care on school closure days, families must submit a school calendar that indicates the dates the school is closed.



County Residency, Income & Custody Verification

With your application, you must also include include copies of documents that verify your:

- County of residence (you must apply in the county where you live)
- Income
- Custody schedule (if applicable)

- Verification of County Residency:** For this you can use a utility bill or a lease/ mortgage statement that shows your name and address and was received within the last 60 days. If you live with someone else and do not get bills in your name, you may submit a signed letter from the person you live with AND a utility bill to verify residency in their name.
- Income Verification:** You must include verification of all household income for the last 30 days. This includes pay stubs, child support, social security income (SSI), unemployment, bonuses, money received from other people, self-employment records, and "in-kind" income (like meals or rent in exchange for work, etc.).
- Verification of Custody Schedule:** This is required for children needing care who are part of a joint custody agreement.



Eligible Activities

To participate in CCCAP, the parents or primary caregivers of the child needing care must participate in an “eligible activity.” Eligible activities include employment, education/training, and job search. Depending on your eligible activity, you will need to submit different forms of verification.

Employment

If you are employed, please include the following information with your application:

- Employment Verification: Include the last thirty (30) days of pay stubs. If the last 30 days does not represent your regular income, please submit additional pay stubs for an accurate picture of your regular income.

If any of your jobs started within the last 60 days, you may instead provide an employer letter that includes this information:

- Your start date
 - Hourly wage or gross salary amount
 - Hours worked per week
 - Pay frequency
 - Employer contact information
- Work Schedule: Make sure to list your work schedule on Section 12 of the CCCAP application.

Additional verification of your schedule is only needed if you are requesting child care outside the hours of Monday through Friday, 6:00 a.m. - 6:30 p.m. (This is noted in Section 13 of the application.) If you do need care outside of traditional hours, you can submit two weeks of posted work schedules or a letter from your employer verifying your schedule.

If you are self-employed, please include the following information:

Please note that owners of Limited Liability Companies (LLC) and Subchapter Corporations (S-Corp) are considered employees of the corporation. In this case you need to submit employment verification (see above).

- One Month of Financial Records: Including income and expenses with invoices and expense receipts. If you need a form to report this information, please [request one from your county.](#)
- Declared Work Schedule: Your schedule for the hours that you participate in your self-employment activity.

Education/Training

If you are attending school or training, please include the following information with your application:

- Verification of Current School Enrollment: This is a letter from the school verifying your current enrollment.
- School Schedule: A schedule is only needed if you are requesting child care outside of traditional hours (Monday through Friday, 6:00 a.m. - 6:30 p.m.). If you need to submit a school schedule, it should include dates and times of classes.

Note that counties have different time limits that apply to education/training. Review [your county's CCCAP website](#) for more information.

Job Search

- If you need child care to search for a job, please indicate this in the Qualifying Activity part of Section 2 and/or 3 of the CCCAP application.

Note that counties have different time limits that apply to education/training. Review [your county's CCCAP website](#) for more information.