Website: https://bouldercounty.gov/families/financial/child-care-assistance-program/ Email: ccap@bouldercounty.gov

CCAP Application Guidance

Incomplete applications, to include missing required verifications, can delay approval and receipt of benefits. To ensure a complete application, please review the following information.

- **Is the application complete and accurate?**
  - o **The following sections are the most often missed or completed incorrectly**:
    - ▪ Address and email
    - ▪ Phone number is optional but strongly encouraged
    - ▪ Primary parent/guardian/caretaker qualifying activity selected and qualifying activity section completed
    - ▪ Second parent/guardian/caretaker/spouse/partner/significant other added to the household, qualifying activity selected, and qualifying activity section completed
    - ▪ All applicable children listed in the household, regardless of if care needed or not
    - ▪ Child support ordered and/or received
    - ▪ Child part of a joint custody agreement (informal, formal or court ordered)
    - ▪ Other income
    - ▪ Assets
  - o **Was the visitation form completed with the parenting schedule**? This is required when there is an informal, formal or court ordered custody, visitation, or parenting schedule agreement. Dates and times the parenting time changes between caretakers must be reported to ensure care is authorized correctly.

- **Are all required verifications submitted?**
  - o **Verification of residency**: This may be a current lease, utility bill or other bill, rent receipt, vehicle registration or paystub. A copy or image of the entire document must be submitted. Name, date, and current address must be included on the document. *This verification cannot be more than 60 days old.* Images of only envelopes or images of documents mailed from Boulder County are not considered valid.
  - o **Verification of qualifying activity for all parents/guardians/caretakers/spouses/partners/significant others in the home**:
    - ▪ **If job searching**, please ensure job search is selected on the application. No verification is required for this qualifying activity however, if you are currently employed, you must report and verify your employment.
    - ▪ **If employed greater than 60 days**, copies of all paystubs received within the prior 30 days are required. Please be sure to submit legible copies of the entire paystub.
    - ▪ **If employed less than 60 days**, a verification of employment form completed by the employer is required. Click here if you need to download a copy of the form to send to your employer.
    - ▪ **If self-employed greater than 60 days**, a self-employment ledger reporting the most recent 30 days of gross income, hours worked, and typical work schedule is required. Copies of receipts must be provided for expenses to be deducted from the gross income. Click here if you need to complete a self-employment ledger.
    - ▪ **If self-employed less than 60 days**, a verification of employment form completed by the individual that is self-employed is required. Click here if you need to complete a verification of employment form.
    - ▪ **If owner of an LLC or S-Corp established prior to 60 days from today**, an owner's draw showing the most recent 30 days of all income paid out to the owner and hours worked for that period,

to include but not limited to salary and non-salary payments, distributions, and dividends is required. Most recent 30 days of paystubs are required if the owner pays themselves as an employee, in addition to any owner's draws.
- **If owner of an LLC or S-Corp established within the last 60 days**, a verification of employment form completed by the owner of the LLC or S-Corp is required. Click here if you need to complete a verification of employment form.
- **If attending school, GED program, English as a Second Language (ESL), or other training**, a copy of an official class schedule or a letter from the school or training program is required. Name, enrollment dates, and the name of the school must be visible on all documents. The letter must be on official school or training program letterhead and have the representatives name, signature, date, and contact information. Individuals with a bachelor's degree or higher or have already exhausted their education time under CCAP are not eligible for this activity.

o **Verification of all child support income received in the last 30 days:** Clients receiving child support are required to provide verification all child support income received in the last 30 days. Printouts of payments disbursed through the family support registry (FSR) or, if not paid through the FSR, printouts of automatic deposits, images of checks that have cleared or of app transactions (Venmo, Zelle, Apple Pay), etc. may be provided. If child support payments are received in cash, please have the non-custodial or joint-custodial parent write a letter reporting how much they pay per month and include their name, signature, date, and contact information. If child support payments are not being received, this should be reported on the application.

o **Verification of all other income**: Clients receiving other income are required to provide verification of this income, such as Veteran benefits, military allotments, retirement, Social Security (survivor's, disability, retirement), unemployment compensation, annuities and interests (savings, CDs, IRAs, 401Ks), Supplemental Security Income, cash contributions, alimony/maintenance, lease bonus/royalties, strike benefits, trust income, AmeriCorp income, worker's compensation, old age pension. This list is not all inclusive and individuals can reach out to CCAP for additional information or assistance. Copies of printouts, statements, benefit letters, or other forms of payment received are examples of verifications that can be submitted.

Application Links:

Electronic CCAP Application – English

Solicitud Electrónica de CCAP - Español

Print paper CCAP Application – English

Imprime Solicitud de CCAP – Español

Authorization Request for Current CCAP Families:

CCAP Childcare Request

Solicitud de cuidado infantil CCAP