

Low-Income Child Care Client Responsibilities Agreement

As a recipient of Colorado Child Care Assistance Program (CCCAP) Benefits, I agree to the following:

1. To notify my childcare worker in writing within ten (10) calendar-days if my total household income exceeds 85% of the State Median Income (SMI) and report within four (4) weeks if my qualifying eligible activity changes. I understand that I must also verify these changes and that I will have to repay any benefits I received for which I was not eligible. Income amounts by household size can be found on the [Colorado Department of Early Childhood website](#).
2. To complete the re-determination process, including providing a complete re-determination packet and all required verification, when it is due, in order to maintain my CCCAP benefits.
3. I agree to provide my childcare worker with immunization records for my child(ren) if they are not yet school-age and care is provided outside of my home by an unrelated, Qualified Exempt Child Care Provider.
4. To notify my childcare worker prior to changing childcare providers otherwise the county may not pay for my childcare.
5. To use the State approved Attendance Tracking System (ATS) as designed to check my child(ren) in and out of childcare on the days that my child(ren) attends childcare. If my childcare provider has a state approved ATS waiver, I will check my child(ren) in and out as instructed by my childcare worker and/or provider.
6. To not share my Attendance Tracking System Personal Identification Number (PIN) with my childcare provider
7. or any other individual and to notify my childcare worker if my childcare provider asks for this information.
8. To pay the parent fee listed on my childcare authorization notice to my childcare provider in the month that care is received.
9. If my CCCAP case closes and less than thirty (30) days have passed from date of closure before I have provided the verification needed to correct the reason for closure, services may resume as of the date the verification was received by the county. I also understand that I would be responsible for payment during the gap in service.

As a recipient of CCCAP benefits, I acknowledge the following:

1. If myself or any teen parent or adult caretaker on my childcare case is self-employed I/we must maintain an average income that exceeds business expenses and I agree to track and verify income, expenses, work schedule and need for care to assist in my eligibility determination.
2. If childcare is provided for an employment or self-employment activity then the taxable gross wages divided by the number of hours worked must equal at least the current federal minimum wage in order to continue receiving childcare. If a self-employment endeavor is

less than twelve (12) months old and I am not making minimum wage, I will communicate this to my childcare worker so that I may utilize the Self-Employment Launch Period.

3. My parent fee is based on countable household income, household size and number of children in care and is subject to change. I will be noticed of my new parent fee at the time of application or re-determination; or, when a reduction/increase of household parent fee occurs.
4. If I do not pay my parent fee or make acceptable payment arrangements with my childcare provider, I will lose my childcare benefits at re-determination and will not be able to receive childcare assistance with another childcare provider and/or through any other county.
5. If myself or another caretaker on my childcare case is found to have intentionally given false information by deed or omission, my childcare household cannot get childcare assistance for twelve (12) months for the first offense, twenty-four (24) months for the second offense, and permanently for the third offense. This crime is subject to prosecution under federal and state laws. Revised 10/2020