



**Q: HOW DO I APPLY FOR CCAP?**

**A:** You may download an application at [www.arapahoegov.com](http://www.arapahoegov.com), apply through PEAK at [www.colorado.gov/PEAK](http://www.colorado.gov/PEAK) or request a paper copy by calling 303-636-1170 or visiting one of our Human Services offices, open 8 a.m. to 4:30 p.m., M–F:

**CENTREPOINT PLAZA**

14980 E. Alameda Drive, Aurora

**ARAPAHOE PLAZA**

1690 W. Littleton Blvd., Littleton

**Q: WHAT DOCUMENTS SHOULD I SUBMIT WITH MY APPLICATION?**

**A:** Before we can determine your eligibility you will need to provide:

- A signed application,
- ID for all adults in the household,
- Verification of citizenship for the child(ren) you are requesting care for. (ex: A birth certificate or a passport.)
- Verification of residency in Arapahoe County. (ex: A current lease agreement or utility bill.)
- Verification of all income as well as one full month of income if you are currently working, and
- Verification of your class schedule if you are currently attending school.

DEPARTMENT OF HUMAN SERVICES  
COMMUNITY SUPPORT SERVICES DIVISION  
14980 E. Alameda Drive  
Aurora, CO 80012



ARAPAHOE COUNTY  
COLORADO'S FIRST



# Low-Income Child Care ASSISTANCE PROGRAM



ARAPAHOE COUNTY  
COLORADO'S FIRST

ARAPAHOE COUNTY  
DEPARTMENT OF HUMAN SERVICES  
Community Support Services Division  
303-636-1170 | Relay Colorado: 711

[WWW.ARAPAHOEGOV.COM](http://WWW.ARAPAHOEGOV.COM)



# CCAP FAQS



**Q: WHAT IS CCAP?**

**A:** CCAP is the Child Care Assistance Program. We provide child care assistance for eligible families with children from birth to age 12 who are:

- Working,
- Looking for work,
- Enrolled in high school or studying for a GED,
- Attending college or vocational training, or
- Receiving TANF

**Q: ARE THERE INCOME GUIDELINES TO QUALIFY FOR CCAP?**

**A:** Yes. Your gross monthly income and family size will determine if you qualify. To be eligible in Arapahoe County, your gross household income (before taxes or deductions) must be at or below these limits:

| FAMILY SIZE | MONTHLY INCOME |
|-------------|----------------|
| 2           | \$3,232.50     |
| 3           | \$4,072.50     |
| 4           | \$4,912.50     |
| 5           | \$5,752.50     |
| 6           | \$6,592.50     |
| 7           | \$7,432.50     |
| 8           | \$8,272.50     |
| 9           | \$8,645.83     |

Revised 10/1/20 Guidelines are subject to change.

**Q: ARE THERE ANY OTHER REQUIREMENTS TO QUALIFY FOR CCAP?**

**A:** According to Arapahoe County Policy, cooperation with Child Support Enforcement is required for all children in the household with an absent parent who are in need of child care services.

**Q: WHAT COSTS ARE COVERED BY CCAP**

**A:** If you are determined eligible for benefits, CCAP will pay the child care provider directly for child care costs while the parents are at an eligible activity. The program will not pay for child care registration, activity or transportation fees.

**Q: WILL I BE RESPONSIBLE FOR ANY CHILD CARE COSTS?**

**A:** You may be required to pay a portion of your child care cost. Your parental fee is calculated based upon your household income and size. You are responsible to pay the parental fee directly to your provider each month. You are also responsible for registration, activity and transportation fees.

**Q. CAN I CHOOSE MY CHILDCARE PROVIDER?**

**A:** Yes. You may choose the provider best suited for your needs. You can select a licensed child care center, a family care home, or a friend or relative.

**Q: ARE THERE REQUIREMENTS OF THE CHILDCARE PROVIDER?**

**A:** Yes. All child care providers must have a fiscal agreement with Arapahoe County. In addition, non-licensed providers must complete a background check and be pre-approved before CCAP is authorized.

**Q: HOW DOES MY CHILD CARE PROVIDER GET PAID?**

**A:** If you are determined eligible, the County will issue a weekly CCAP payment to your child care provider based on your child's attendance while you are at an eligible activity. When CCAP benefits are authorized, you will receive a welcome email which will direct you to a link. This link will allow you set up a unique eight digit PIN number. This PIN number would be used to approve the check in/outs at that child care center. The Attendance Tracking System will track attendance for payment.

*Please Note: In order for Arapahoe County to pay for your child care provider, you are required to approve and check in/outs based on the actual attendance of the child(ren).*

**Q: MY CHILD CARE PROVIDER SAYS I MUST GIVE THEM MY PIN NUMBER SO THEY CAN APPROVE MY CHILD(REN) IN AND OUT OF CARE FOR ME. AM I ALLOWED TO DO THIS?**

**A:** No. Your child care provider is not allowed to have possession of your PIN number at any time. If your child care provider is saying they must have your PIN number, you should report this information to Arapahoe County at 303-636-1170.

**Q: WHAT DO I DO IF I DO NOT GET A WELCOME EMAIL?**

**A:** To request a new email be sent, please call the Arapahoe County Customer Service Center at 303-636-1170. Your assigned worker would verify the email address we have on file for you and send a request to the State asking for the welcome email be resent to the appropriate email address.

**Q: DO I NEED TO REPORT CHANGES TO MY CIRCUMSTANCES?**

**A:** Yes. Families authorized to receive CCAP must report changes in eligibility, i.e., employment or school enrollment within four weeks of the change. Also, if your income status changes and exceeds the State Median Income Level for your household size, you must report change. You may contact the Arapahoe County Customer Service Center at 303-636-1170 to report these changes.

**Q: CAN I CHANGE CHILD CARE PROVIDERS DURING MY AUTHORIZATION PERIOD?**

**A:** Yes. If you wish to change providers, please submit the request to us in writing at least 10 days before the change occurs. You can also contact the Arapahoe County Customer Service Center at 303-636-1170. Please have the name and license number of your new child care provider available.