

## Child Care Assistance Complete Application Process

### Summary:

- The Child Care Assistance Program (CCAP) is a federally-funded program that enables Louisiana parents to work or attend school by helping them afford child care. Families who place their children in stable, high quality care are more likely to be successful in school or at work.
- LDE/CCAP staff has worked directly with stakeholders to determine and eliminate challenges to the CCAP application process. LDE understands the importance of providing services to children of Louisiana at a very young age and ensuring all families have access to CCAP, and has implemented a simplified application process.
- The new application and submission process ensures eligibility determining information is submitted with the initial application. This enables analyst to process the application more timely and thoroughly and ensures a quicker response time for the family and provider.

### Background:

- The LDE/CCAP program addresses 80% of applications that are not accompanied by eligibility determining documentation
- Analysts must initiate a CCAP 14 or a request for the required documentation by mail and wait for a response. This method slows down application processing.

### How the Complete Application Will Work:

- Beginning 01/29/2018 the initial application submission will prompt applicants to complete a CCAP application and upload verification documents using the CAFÉ portal prior to pressing submit.
- Applicants will utilize Internet Explorer and additional software to access CAFÉ and submit the application.
- Documents such as the Rate and Availability form (CCAP 7B) and the Household Designee Forms (1HD and 2 HD) will now be included within the new application process. There will be no need to complete a separate form.

### Next Steps:

- In partnership with LDE and as a liaison for children and families, we encourage providers to become familiar with this process. A webinar was held on 01/29/2018 to thoroughly explain the process, benefits, next steps, and effective date for the new application and submission process.

### Supporting the Field:

- Updated information about the new application and submission process will be posted on the LDE's website at <http://www.louisianabelieves.com/>. Information provided on the site will include information for families, FAQs, and webinar link.
- LDE will work closely with Lead Agencies and Resource and Referral Agencies to support families.
- LDE will also work closely with the Early Childhood Advisory Council and partners in the field to communicate updates on the new application and submission process.
- For additional information or questions, please contact [ideccap@la.gov](mailto:ideccap@la.gov).