

[Child Care Assistance Program \(CCAP\) Policy Manual](#)

4 Eligibility Requirements

ISSUE DATE: 07/2021

This chapter describes the general eligibility requirements for the Child Care Assistance Program (CCAP). In order to be eligible for CCAP, all applicants MUST:

- File an application. See Chapter 3 ([Applications](#)).
- Provide required verification. See Chapter 7.3 ([Verification – Initial Application](#)).
- Meet applicant requirements. See Chapter 4.1 ([Applicant requirements](#)).
- Have children needing care who are of an appropriate age. See Chapter 2 ([Glossary](#)) for the definition of child.
- Cooperate with child support. See Chapter 4.9 ([Cooperation with Child Support](#)).
- Meet income limits. See Chapter 6.3 ([Income Limits](#)).
- Participate in authorized activities. See Chapter 4.6 ([CCAP authorized activities](#)).
- Have assets of equal to or less than \$1 million. See Chapter 4.12 ([Asset limit](#)).
- Have children who meet citizenship and immigration status requirements or attend care in a setting subject to public educational standards operated under public education standards. See Chapter 4.15 ([Citizenship and Immigration Status](#)).
- Pay the required family copayment fee. See Chapter 6.21 ([Family Copayment](#)).

List of accepted verifications for CCAP

1. **Proof of Identity-** You can provide proof of identity with a copy of a driver's license, state I.D. card, passport, school I.D. card, birth certificate, tribal document, or INS form.
2. **Proof of Date of Birth-** You can provide proof of date of birth with a copy of a driver's license, birth certificate, baptismal record, school or immunization record, or passport.
3. **Proof of Relationship-** You can provide proof of relationship for each child living with you with a copy of a birth certificate, adoption record, legal guardianship statement, INS form, baptismal record, tax records, or tribal document.
4. **Proof of Citizenship Status-** You can provide proof of citizenship with a copy of your birth certificate, alien card, an INS form, re-entry permit, passport or visa.
5. **Proof of Residence-** You can provide proof of residence with a copy of your driver's license, state I.D. card, a recent utility bill, rental agreement, or mortgage document.
6. **Proof of Activity-** You can provide proof of involvement in authorized activities with a copy of a timecard, a letter from your employer, a copy of school schedules for adult family members authorized to attend school or training, or a written statement from the source of income.
7. **Proof of Financial Information-** You can provide proof of financial information with a copy of a recent check stub, income tax records, a signed letter from your employer, an award letter, financial form, or business ledger.