CCAP Income Guideline

160% - FPL Monthly Income Limits	
Family size 2	$2,165
Family size 3	$2,723
Family size 4	$3,280
Family size 5	$3,837
Family size 6	$4,395
Family size 7	$4,952
Family size 8	$5,509
Family size 9	$6,067
Family size 10	$6,624
Family size 11	$7,181
Family size 12	$7,739

What If I Am Discriminated Against?
If you feel you were discriminated against in the handling of a child care matter because of age, race, color, handicap, sex, religious creed, national origin, or political beliefs, you may file a complaint.

EEO Compliance Branch
Cabinet for Health and Family Services
Office of Human Resources Management
275 East Main, Mail Stop 5C-D
Frankfort, Kentucky 40621
Telephone: 502 564-7770, Extension 4107
Fax 502-564-3129

During the CCAP application interview, Family Support staff will ask;

- To view and copy documentation of Birth dates for children for whom benefits are requested.
- View and copy proof of identity of the applicant.
- Request social security numbers for all members.
- If the citizenship of a child cannot be established by birth verification, obtain proof of citizenship or legal status.
- Verify residency and household composition (lease or written statement from someone knowing your family's living situation and is not a member of the child care case).
- If a child is age thirteen (13) or older at application and care is requested, proof is needed of the child's inability to care for himself
- Immunization record for children requesting care, if not in school.
- Verification of all sources and amounts of income.
- Verify all change in circumstances that must be reported within ten (10) calendar days of the date of change, as well as any changes which occur prior to processing the application.
- Explain all of your Rights and Responsibilities with you.
- If you needs assistance locating or choosing a child care provider.

Kentucky
UNBRIDLED SPIRIT

CHILD CARE ASSISTANCE PROGRAM

To Apply for the Child Care Assistance Program

**Please call
DCBS
Family Support Call Center
at 1 855-306-8959
for the offices nearest you
Or
visit
benefind
website @
https://benefind.ky.gov/**

Child Care Assistance Program

What Is the Child Care Assistance Program?

The Child Care Assistance Program (CCAP) in Kentucky provides assistance with payment for child care on a sliding fee basis for eligible parents/guardians. The purpose of the Child Care Assistance Program is to enable families to gain employment and remain employed.

Can I Receive Child Care Assistance?

If you need child care because you have a child under age thirteen, or age thirteen or older with a special need, and:

- are working an average of 20 hours per week; or
- Attending school and working an average of 20 hours per week; or
- In a job training program that meets the work requirement; or
- Teen parent attending elementary, middle or high school or pursuing a GED in a classroom setting; or
- TANF recipient in a work component; or
- Protective/Preventative Service Case needing care.

you may contact Family Support to apply for child care assistance.

Who Provides Eligible Care?

Depending on your child care needs and eligibility, care may be provided by:

- a licensed or certified provider;
- a provider registered with the Division of Child Care, (DCC) and who is caring for three or less children. A background screening and training must be completed before becoming eligible to be registered and receive payment.

If you require help in locating a child care provider, your Family Support worker can assist you, or you may call the Kentucky Child Care Aware at: 1-877-316-3552.

How Much Will DCC Assist With Payments?

DCC provides assistance with child care through payment of full or partial costs.

Eligibility for Child Care assistance is based upon the following:

- The family's gross monthly income and the family size.
- There is a maximum amount that may be paid to a provider for each day of care provided. This is referred to as the "state rate". This amount varies depending on where you live in Kentucky.
- The "co-payment" is the portion of the "state rate" that the parents/guardians pay based on the family's income before taxes and the family size.

The parents/guardians are responsible for payment of the "co-payment" to the child care provider.

If the child care provider charges more than the "state rate" for that area, the difference between the provider rate and the state rate is called an "overage". The parents/guardians are responsible for paying any "co-payment" or overage.

Ask your child care worker for information on the "state rate" for your area and the "co-payment" scale.

How Is The Child Care Provider Paid?

Child care providers receive payment directly from DCC for payment of the "state rate", less any co-payment or overage charge.

Parents/guardians are responsible for paying the "co-payment" and any "overage" charged by the child care provider.

How Often Do I Apply?

Your approval letter will tell you when your eligibility for child care assistance will begin and when your eligibility will end.

You must reapply for child care assistance during the last month of your eligibility in order for your services to continue without interruption.

Your Family Support worker should contact you within thirty (30) days of the date your eligibility will end. If you have not received notification you should contact your Family Support worker. You must cooperate with the Family Support worker in determining your continued eligibility.

What Are My Hearing Rights?

If you have applied for or are receiving Child Care Assistance and:

- the local office refuses to take your application,
- or takes your application but decides you are not eligible and you think you are;
- you think your co-payment is wrong;
- The Family Support worker does not act promptly on your request for help; or
- you disagree with any action taken on your child care case, you may request a hearing in person, by mail, or by phone. You have thirty (30) days from the date of action to request a hearing.