



CCAP for Child Care Pilot Application Checklist and Guide

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Part 1: Eligibility Checklist

Before beginning the application process for the CCAP for Child Care Pilot program, it is important to review the eligibility criteria to participate in this pilot program. While reviewing the eligibility checklist, it may be helpful to gather the necessary verification documents, so that you are prepared to upload these documents while applying.

If you are unsure of your eligibility or have questions about the necessary verification documents, please email CCAPforChildCare@pcgus.com for assistance in English or Spanish.

If you already receive CCAP benefits, you are still eligible to apply for this pilot program, as participation will waive your co-pay and will not have any other impact on your existing CCAP benefits.

Criteria	Verification Documents Required
<input type="checkbox"/> I am working in a DHS-licensed child care program for at least 20 hours a week.	No upload required. You will be asked to select the licensed program where you work and provide a schedule of your average weekly hours in the application.
<input type="checkbox"/> I am a resident of Rhode Island	No upload required. You will provide your address and you will be asked to certify that you reside primarily in Rhode Island.
<input type="checkbox"/> My household income is at or below 300% of the Federal Poverty Level (FPL).	<p>Load one month of your most recent income statements or pay stubs from the licensed child care program where you work and any other employment you may have as proof of job income.</p> <ul style="list-style-type: none"> If you recently started working and don't have a month's worth of pay stubs, you can upload a letter from your employer, documenting your employment, rate of pay, and the number of hours they anticipate you'll be working. <p>In a 2-parent household, the second parent will also be required to upload one month of their most recent income statements/paystubs, if employed.</p>
<input type="checkbox"/> I am the parent of a child	Document upload options:



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Criteria	Verification Documents Required				
(between ages 6 weeks and 13 years old) who resides in my household in Rhode Island, and my child is a US citizen or qualified immigrant ¹ .	<p>Option 1: Upload one of the following documents for each child applying for benefits: birth certificate, baptismal record/certificate, hospital or public health record of birth and parentage.</p> <p>Option 2: Upload a combination of one document from List 1 and one document from List 2 for each child applying for benefits.</p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e6f2ff;">List 1: Verifying your relationship</th> <th style="background-color: #e6f2ff;">List 2: Verifying your child's citizenship/immigration status</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> - Adoption papers or records - Child support, paternity records, BIA, or Tribal records - Divorce/custody papers - Court records of parentage/guardianship </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> - Other documentation related to immigration status - US Passport </td> </tr> </tbody> </table>	List 1: Verifying your relationship	List 2: Verifying your child's citizenship/immigration status	<ul style="list-style-type: none"> - Adoption papers or records - Child support, paternity records, BIA, or Tribal records - Divorce/custody papers - Court records of parentage/guardianship 	<ul style="list-style-type: none"> - Other documentation related to immigration status - US Passport
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If you believe you meet the above eligibility criteria, please continue to [Part 2: Application Guide](#), where we will walk you through the application layout, helpful tips for completing this application, and next steps.

¹ Per 218-RICR-20-00-4.3.1.A.4, "Qualified immigrants are: (1) Lawful permanent residents (LPRs); (2) Refugees, asylees, persons granted withholding of deportation/removal, conditional entry (in effect prior to April 1, 1980), or paroled into the U.S. for at least one (1) year; (3) Cuban/Haitian entrants; (4) Battered spouses and children, whose need for benefits has a substantial connection to the battery or cruelty (parent/child of such battered child/spouse are also "qualified"), with one (1) of the following: (AA) A pending or approved self-petition for an immigrant visa; (BB) An immigrant visa filed for a spouse or child by a U.S. citizen or LPR; or (CC) An application for cancellation of removal/suspension of deportation. (5) Victims of trafficking and their derivative beneficiaries who have obtained a T visa or whose application for a T visa sets forth a prima facie case."



Part 2: Application Guide

The link to the online application is available on DHS' website here: <https://dhs.ri.gov/programs-and-services/child-care/child-care-providers/CCAP-for-Child-Care-Staff>

You may also print a PDF copy of the application and return by mail, or drop off at:

Office of Child Care
25 Howard Ave, Building 57
Cranston RI 02920

The PDF copy is available at: <https://dhs.ri.gov/programs-and-services/child-care/child-care-providers/CCAP-for-Child-Care-Staff>. Please note, paper applications may take longer to process than online submissions.

Application Layout

The application is divided into 5 sections:

Below are descriptions of each section, followed by helpful application tips.

Section 1: Applicant and Household Information. This section collects basic information on you as the applicant and your household members. Please be sure that your name, phone number, and email address are accurate, as these will be the primary ways you will receive information about your eligibility status and updates.

Section 2: Child Information. This section will collect information on the children you are seeking to enroll in the CCAP for Child Care pilot. The information gathered here will confirm the child's eligibility based on their age and relationship with you as the parent. It will also gather information to verify you and your child's residency and your child's citizenship/immigration status.

Section 3: Household Income. This section will gather information to verify your household's income.

Section 4: Employment. This section will gather information to verify where you work, your role, and your approximate work schedule. Please be sure you select the accurate employer, as our team may contact this employer to verify this information. For Family Child Care Home providers, your status as a licensed Family Child Care provider will be verified by DHS Child Care Licensing.

Section 5: Attestations. Before submitting this application, please read the program attestations in the application carefully. By signing the application, the applicant(s) are affirming their understanding and agreement to comply with the requirements.

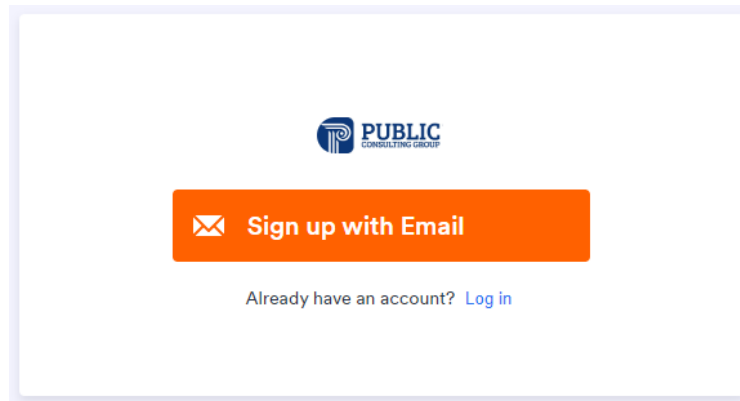
For additional support in completing the application, you may:

1. Watch the online webinar (available in English or Spanish) for a step-by-step walkthrough on how to fill out the application, available at: <https://dhs.ri.gov/programs-and-services/child-care/child-care-providers/CCAP-for-Child-Care-Staff>
2. Reach out to CCAPforChildCare@pcgus.com for support in English or Spanish

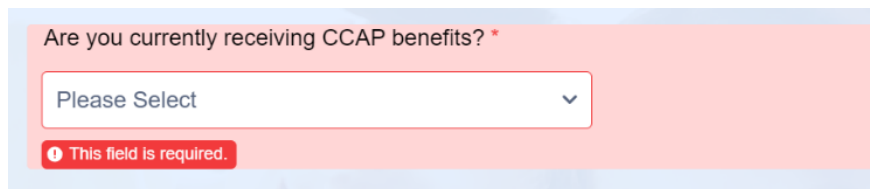


Helpful Hints

Helpful Tip #1: All applicants (both returning and new) will be required to create a Jotform account to apply for the extension year of benefits. Jotform is the platform that will be used to securely store all applications for the CCAP for Child Care Pilot program. You will sign up using your name, email, and a preferred password.



Helpful Tip #2: As you navigate through this application, please fill in any field marked with a red asterisk. You will not be able to move forward to the next section until all required fields are populated.



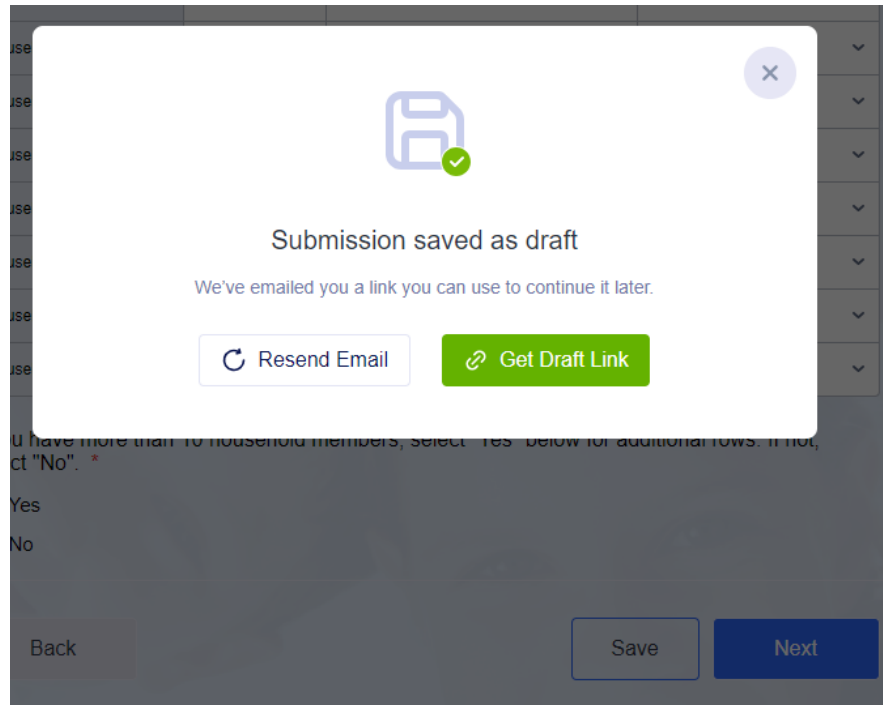
If you are filling out a paper copy application, we will be unable to process your application unless all fields are complete.

Helpful Tip #3: If you are unable complete the application in a single sitting, you can save your application to return to later. To do so, navigate to the bottom of your screen and select 'Save.'

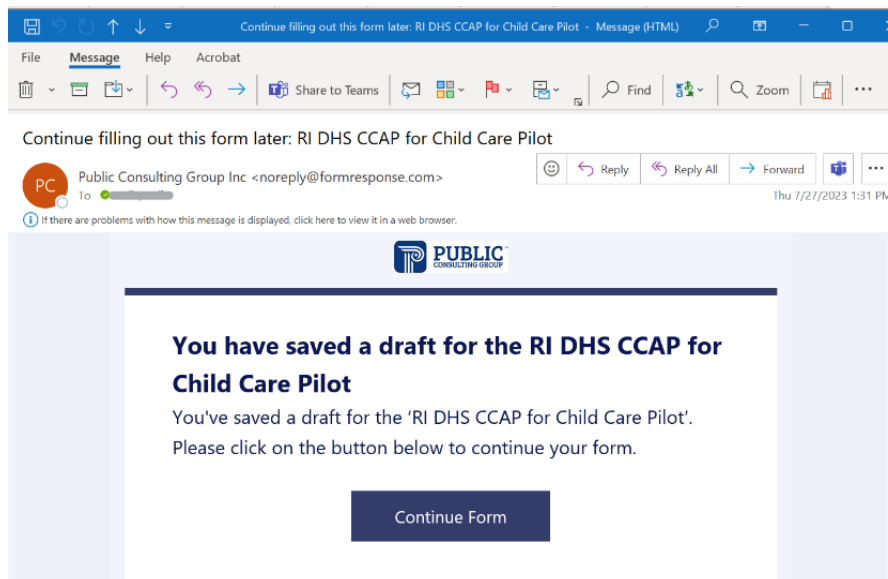


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The form will be shared with you via an email. By selecting the link “Continue Form”, you can return to your saved application.



Helpful Tip #4: When asked to share your household information, you have the option to select additional rows if you have more than 10 household members. If this is not the case, please select ‘no’ so that you are able to continue through the application.



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If you have more than 10 household members, select "Yes" below for additional rows. If not, select "No". *

- Yes
- No

Helpful Tip #5: The application asks you to provide your general weekly schedule. This is to give us an understanding of the days and hours you may work. If you do not have a consistent schedule, do your best at filling this table in based on your most recent week worked. You will not be able to move forward with your application until you have at least 1 row of the table populated.

Describe your average/general work schedule. Note: We understand work schedules may vary. The purpose of this schedule is to provide a general understanding of the days or hours you may work. It is allowable if times are not exact/change in the future. *

	Start Time (e.g., 7:00 AM)	End Time (e.g., 4:00 PM)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

At least one field required.

Helpful Tip #6: In a 2-parent household, both parents will be required to review the attestations and sign before submitting your application. Please ensure you read this section carefully so that you understand the requirements of this program and what you are attesting to in submitting your application.

Parent 1 *

Sign Here

Parent 2 *

Sign Here

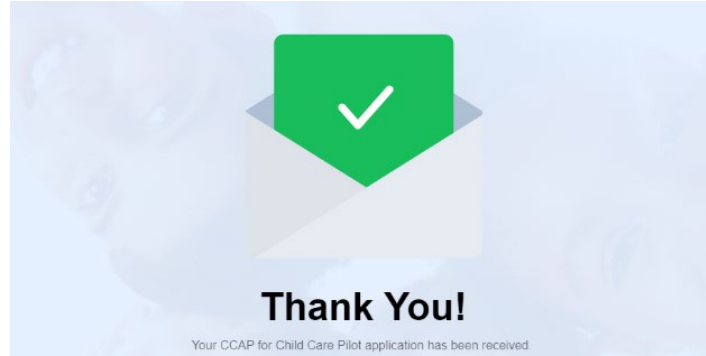
Helpful Tip #7: Once you have submitted your application, you will see the following notification on your screen. Applications will take up to thirty (30) days to review, so please continue to check the email



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you provided in your application for updates. If you have any questions or concerns, please reach out to CCAPforChildCare@pcgus.com for assistance.





My application was submitted! What's next?



If your application is **approved**, Public Consulting Group (PCG) will email you an Eligibility Notice, which you can share with the CCAP provider where you enroll your child.

Already enrolled with a CCAP approved child care provider?

1. Share the eligibility notice with your current CCAP provider so they can submit enrollment information for your child in the CCAP for Child Care pilot to PCG.
2. If you are already receiving CCAP benefits, you will still share your eligibility notice with your CCAP provider. Once the provider has completed the pilot enrollment steps, you will no longer be required to pay your copay.

Looking for a CCAP approved child care provider?

1. Choose a CCAP approved child care provider that meets the needs of your family. Options for child care include:
 - A DHS licensed child care center or before/after-school program
 - A DHS licensed family child care home or group family child care home
2. Use the DHS provider search tool to find licensed CCAP approved programs that meet your needs. The tool can be found at <https://earlylearningprograms.dhs.ri.gov>. You can also contact our partner, BrightStars, at (401)739-6100 or info@BrightStars.org for assistance finding a CCAP approved child care provider for your family.
3. To enroll your child with the approved CCAP provider you've chosen, contact the provider to confirm they participate in CCAP and check if they have availability for your child. Bring your eligibility notice with you if you visit, as providers will need this to enroll your child.



If your application is **not approved**, you have the right to appeal your benefit decision. For more information and next steps, contact CCAPforChildCare@pcgus.com.