



CCAP for Child Care Pilot Application Checklist and Guide

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As a reminder, the CCAP for Child Care pilot has been extended through July 31, 2028. Beginning on August 1, 2025, a new pilot application will open that will be aligned with the updated pilot regulations. Updates include:

- An applicant must first apply for regular CCAP through DHS.
 - To submit a pilot application, the applicant must attach either confirmation that they have applied for DHS CCAP within the last sixty (60) days (e.g., a pending certificate notice, a screenshot of their HealthSource RI online portal or Healthy Rhode mobile app showing a pending CCAP application with applicant children names, or receipt from field office stating the same information) or a copy of their DHS Benefit Decision Notice within the last sixty(60) days.
- While an application may be submitted with just the proof of regular CCAP application, the pilot application cannot be processed until the DHS Benefit Decision Notice is attached. Because applicants must first apply for regular CCAP through DHS, the pilot application will not collect certain information such as birth certificates, immigration documentation, or household income. Applicant paystubs or an employer letter will still be collected to verify need hours and employment status.

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.

Section	Eligibility Criteria	Documents to Upload
Submission proof of a regular CCAP application with DHS	<ul style="list-style-type: none">• You must meet all CCAP eligibility requirements with the exception of the entry level income limit of 261% FPL.	<p>To submit a pilot application, you must attach:</p> <ul style="list-style-type: none">• Proof of application submission such as a pending certificate notice, screenshot from the HealthSource RI online portal or HealthyRhode mobile app showing a



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Section	Eligibility Criteria	Documents to Upload
	<ul style="list-style-type: none"> Your household income is less than 300% of the federal poverty level for your household size 	<p>pending CCAP application with applicant children's names, or a receipt from a DHS field office stating the same information</p> <p>Please note, a submitted application will not be processed until you attach:</p> <ul style="list-style-type: none"> A copy of the DHS Benefit Decision Notice (dated within 60 days of submission)
Application and Household Information	<ul style="list-style-type: none"> Your household size, which will be used to verify income levels You are a resident of RI 	No documents to attach. This information will be verified by DHS during the regular CCAP application review.
Child Information	<ul style="list-style-type: none"> You are the 'parent' to the child to receive benefits. The child's age is between 6 weeks to 13 years old The child is a resident of RI and lives primarily with you The applicant child is a US citizen or qualified immigrant. 	No documents to attach. This information will be verified by DHS during the regular CCAP application review.
Early Educator and Staff Employment	<ul style="list-style-type: none"> You are a current employee of a DHS licensed program, working an average of 20 hours a week 	One month of paystubs
Attestations and Signature	<ul style="list-style-type: none"> Your understanding of the requirements for participating in the pilot 	No documents to upload

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.



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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: Submit proof of a regular CCAP application with DHS. This section collects proof that you have applied for regular CCAP through DHS within the last sixty (60) days. Note: you cannot submit a pilot application without first applying for regular CCAP through DHS. You can apply for the pilot while waiting for your DHS decision notice, and your pilot application will be processed once you receive a DHS Benefit Decision Notice and add it to your application.

Section 2: Application 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 3: 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 4: Early Educator and Staff 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 and Signature. 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



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Helpful Hints

Helpful Tip #1: If you are extending your pilot benefits (renewal application), we recommend you apply for regular CCAP through DHS as soon as you receive notice that your pilot benefits are closing in 60 days. This will allow sufficient time for processing your application and help to avoid any gaps in coverage.

For those applying for pilot coverage for the first time, be sure to submit your application for regular CCAP through DHS before applying for the pilot as you will need to upload verification of this submission. While an application may be submitted with just the proof of regular CCAP application, the pilot application cannot be processed until the DHS Benefit Decision Notice is attached.

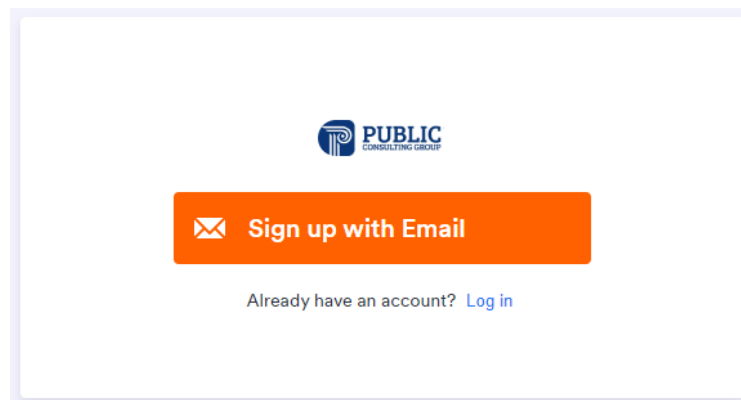
[CCAP Family Eligibility & How to Apply | RI Department of Human Services](#)

Helpful Tip #2: Below are examples of proof of your pending regular CCAP application:

- Pending certificate notice received from DHS via mail

Screenshot of your HealthSource RI customer portal online or HealthyRhode mobile app showing a pending CCAP application with applicant children names. Ask for a receipt when dropping off an in-person application at a [DHS walk-in office](#) that states it was a CCAP application with the applicant children names

Helpful Tip #3: 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 #4: 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.

A screenshot of a form field with a red background. The text "Are you currently receiving CCAP benefits? *" is at the top. Below it is a dropdown menu with "Please Select" and a downward arrow. At the bottom, there is a red error message: "This field is required."

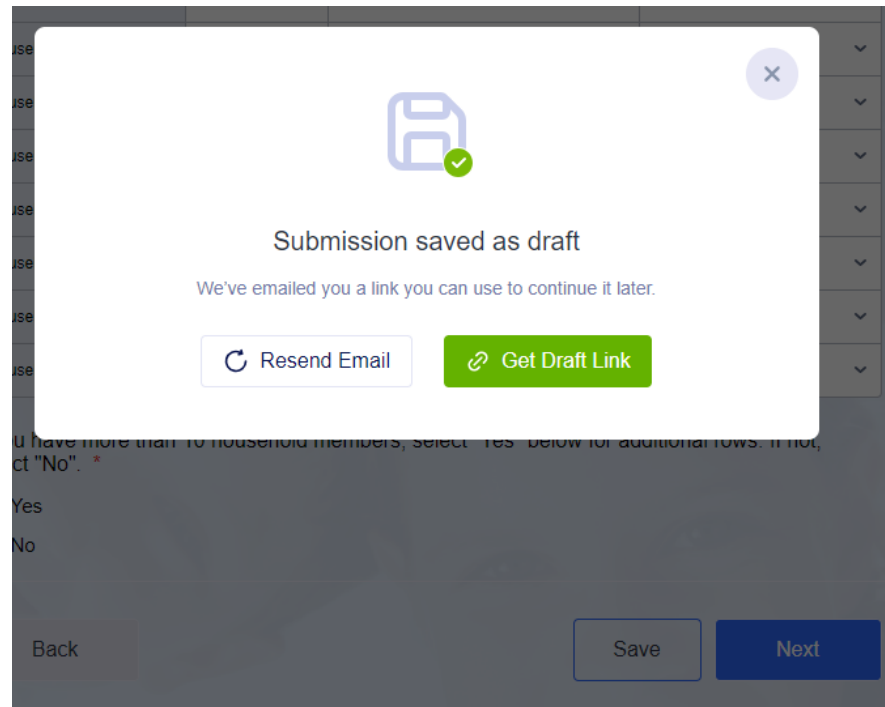


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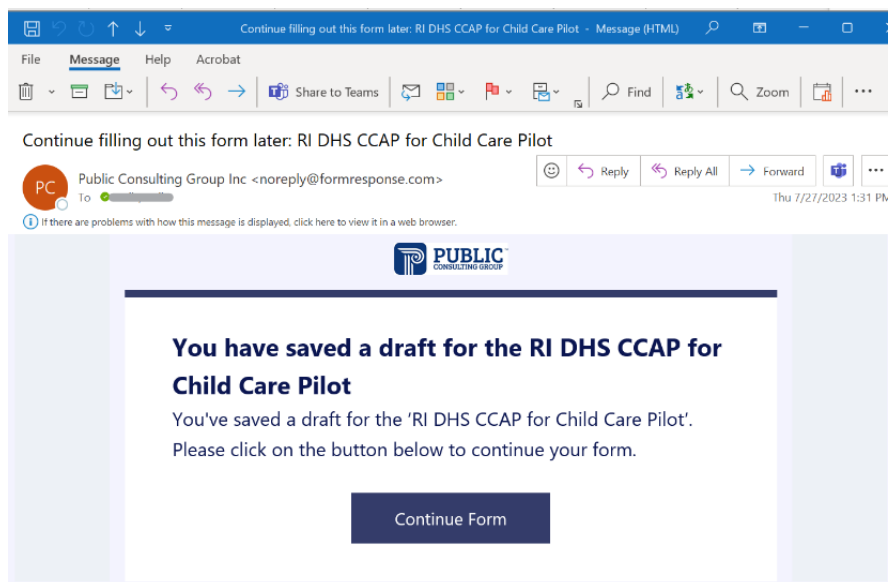
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If you are filling out a paper copy application, we will be unable to process your application unless all fields are complete.

Helpful Tip #5: 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.'



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





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Helpful Tip #6: 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 #7: 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

Clear

Parent 2 *

Sign Here

Clear

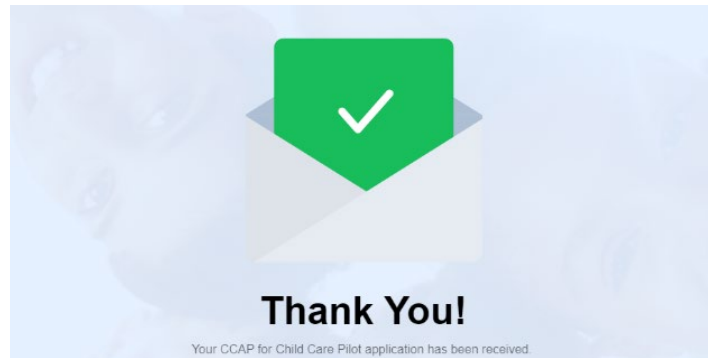
Helpful Tip #8: If you submitted your application and need to add your DHS Benefit Decision Notice to the application, you may log into your Jotform account to access your submitted application. You may also email CCAPforChildCare@pcgus.com to request a direct edit link to your submitted application. This link will open your application so you may attach the Benefit Decision Notice and submit the update.

Helpful Tip #9: 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 you provided in your application for updates. If you have any questions or concerns, please reach out to CCAPforChildCare@pcgus.com for assistance.



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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.