



# Rhode Island Department of Human Services Child Care Assistance Program (CCAP)

## What is CCAP?

The Rhode Island Department of Human Services (DHS) Office of Child Care oversees the Child Care Assistance Program (CCAP), which subsidizes the cost of child care for eligible Rhode Island families.

### Am I Eligible for CCAP?

The best way to find out if you meet the requirements to receive CCAP benefits is to submit an application. You may be eligible based on your income, or you may be eligible based on your participation in the RI Works program or in an approved education/training or college degree program.

You may be eligible for CCAP benefits if:

- You meet the income guidelines  
*AND*
- You work a minimum of 20 hours per week earning at or above RI's minimum wage or you participate in one of the following:
  - Rhode Island Works (RIW) cash assistance benefit program
  - Teen and Family Development
  - Governor's Workforce Board sponsored job readiness/training or work immersion
  - Enrolled in a RI public institution of higher education for a minimum of 7 credit hours or your combined college credit and work hours meet the 20 hours of approved activity and other eligibility requirements

Additional eligibility criteria may apply and can be found on the DHS website at [www.dhs.ri.gov](http://www.dhs.ri.gov).

### How do I Apply for CCAP?

Apply online at [HealthyRhode.ri.gov](http://HealthyRhode.ri.gov)

You can also fill out a DHS-2 application and put it in the secure drop boxes at all DHS offices and regional family centers. Application information can be found on the DHS website ([Dhs.ri.gov/apply-now](http://Dhs.ri.gov/apply-now)).

Vouchers for CCAP are valid for 12 months. Recertification is required at the end of the 12-month certification period.

### Additional Requirements

- Your child is over 1 week old and under age 13 (up to age 18 for children with a documented disability)
- Your child is a US citizen or qualified immigrant. (Adults applying for CCAP for an eligible child will not be required to provide proof of citizenship or immigration status)
- Your child lives with you in your home, and you are both RI residents

Additional eligibility criteria may apply and can be found on the DHS website at [www.dhs.ri.gov](http://www.dhs.ri.gov)

## I am approved! What's next?

1. Your eligibility letter will give you information about your family share (copay), which is the amount that you will be responsible for paying to your child care provider each week. Copays are determined based on your income and range from \$0 to a maximum of 7% of income.
2. 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
  - A license-exempt provider (relative) that has received approval from DHS
3. 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](mailto:info@BrightStars.org) for assistance finding a CCAP approved child care provider for your family.
4. Contact the provider to confirm they participate in CCAP and to see if they have availability for your child. Bring your eligibility notice with your certificate number with you if you visit. Providers need this certificate number to enroll your child. Enroll your child with the approved CCAP provider you've chosen.

If your application is not approved, you have the right to appeal your benefit decision by requesting a fair hearing. The appeal instructions and required forms are available on the DHS website Appeals Process page.

### Have More Questions?

Visit our website: [www.dhs.ri.gov](http://www.dhs.ri.gov)

Call: 1-855-MY-RIDHS (1-855-697-4347) Mon, Tues, Thu, Fri, except holidays, from 8:30AM-3:00PM

Last reviewed 10.2024