

CCAP Income Guideline

160% - FPL Monthly Income Limits	
Family size 2	\$2,136
Family size 3	\$2,688
Family size 4	\$3,240
Family size 5	\$3,792
Family size 6	\$4,344
Family size 7	\$4,897
Family size 8	\$5,452
Family size 9	\$6,007
Family size 10	\$6,561
Family size 11	\$7,116
Family size 12	\$7,671

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, service agent 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 residence and household composition (lease or written statement from someone knows your family's living situation, who is not a member of the child care case.
- If a child is age thirteen (13) or older and care is requested, proof is needed of the child's inability to care for himself
- Immunization for children requesting care, if not in school.
- Verification of all sources and amounts of income.
- Verify all changes in circumstance 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.
- The worker will explain all of your Rights and Responsibilities with you.
- If you need assistance locating or choosing a child care provider, the worker will provide resource or referral information to you.

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CHILD CARE ASSISTANCE PROGRAM



To Apply for the Child Care Assistance Program

Please call
**Child Care Council
of Kentucky
at 1 800-809-7076
for the offices nearest you
Or
visit the
Child Care Council
of Kentucky's
website @
<http://childcarecouncilofky.com/>**

Child Care Assistance Program

What Is the Child Care Assistance Program?

The Child Care Assistance Program 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 at least 20 hours per week or;
- attend school and working a minimum of 20 hours per week or;
- in job training program that meets the work requirement or;
- Teen parent attending high school or;
- TANF recipient in a work component or
- Protective/Preventative Service Case needing care.

you may contact your local Child Care Council in your area 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 child care 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 a "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 child care 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 child care worker. You must cooperate with the child care 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 Local Service Agent 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 ninety (30) days from the date of action to request a hearing.

When you disagree with any action taken or to be taken by the local service agent that directly affects you, you may arrange a conference with your child care worker and his/her supervisor to help resolve any misunderstandings. This neither takes the place of nor prevents a state hearing.