



2 City Hall Plaza, 3rd Floor • Rahway, New Jersey 07065  
Phone: (973) 923-1433 Fax: (973) 923-1311  
[www.cccunion.org](http://www.cccunion.org)

**Program you are applying for: Child Care Assistance Program (CCAP)**

This program provides Child Care Payment Assistance for working families and full time students who meet the guidelines mandated by the state of New Jersey. The Child Care Assistance Program will assist you to pay for childcare for infants, toddlers, preschool-age children, school-age children up to (13), and for children with special needs up to age (19).

Childcare can be provided by any licensed or regulated child care center, school-aged and summer camp program, as well as registered in home providers that accept subsidy payments.

**REQUIREMENTS FOR APPLICANT AND CO-APPLICANT:**

1. **Must be a Union County Resident**
2. **Must be enrolled in a Full-time Activity:**
  - **Work:** A Minimum of 30 hours per week, 60 hours bi-weekly or 65 semi-monthly
  - **School/College:** 12 or more credits per regular semester (9+ credits in the summer)
  - **Certified Vocational Training:** 20 or more hours per weekParents can combine these part-time activities to complete full-time requirements
3. **Must be under the maximum income guidelines according to their family size and not Have assets that exceed \$1 million**
  - **Family Size of 2:** \$40,880
  - **Family Size of 3:** \$51,640
  - **Family Size of 4:** \$62,400
    - **For each additional child add \$10,760**
4. **Must submit documents listed in the step by step checklist (Attached)**
5. **Must contribute to cost of care (Co-pay)**

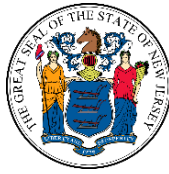
**Completed applications may be submitted the following ways:**

1. **Electronically: (*Fastest Way*)** visit: <https://www.cognitofrms.com/cccc33/cccintake>  
*Upload your application along with all of the required documents (pdf format)*
2. **Mail or Drop off:**

Community Coordinated Child Care  
2 City Hall Plaza, 3rd Floor  
Rahway, NJ 07065

*\*Faxes and Incomplete applications will not be processed.\**

Follow us on Facebook: [CCCCUnionCounty](https://www.facebook.com/CCCCUnionCounty) and Twitter @CCCCUnionCty  
Visit our website at: [www.cccunion.org](http://www.cccunion.org) for information on additional programs



Department of Human Services • Division of Family Development

## **New Jersey Child Care Assistance Program Overview and Application Instructions**

As so many families know, child care costs can take up a lot of the monthly budget. The New Jersey Child Care Assistance Program (CCAP) is funded by the federal Child Care and Development Fund (CCDF) and provides financial assistance for child care on behalf of eligible families. CCAP can help lower-income families who are working, in training or in school, or a combination of these activities, to pay a portion of their child care.

### **Applying for Child Care Assistance**

As an applicant/co-applicant seeking child care assistance, you will be required to provide proof of income, training/school hours and family size to help determine eligibility. All required documents must be submitted to be considered for assistance.

### **Applicant/Co-Applicant Eligibility Requirements**

- Must be a New Jersey resident;
- Must meet income requirements and not have assets that exceed \$1 million; and
- Must be working full time (30 hours or more a week), attending school full time (12 credits or more), in job training (at least 20 hours a week), or have a full-time equivalent combination of these activities to meet the requirement.

### **Child(ren) Eligibility Requirements**

- Up to the age of 13, or less than age 19, if under the NJ Division of Child Protection and Permanency's (DCP&P) protective supervision or mentally or physically incapable of self-care;
- Must be a U.S. citizen or qualified non-citizen; and
- Must reside with applicant/co-applicant (parent(s) or individual(s) acting as parent(s) (in loco parentis)).

### **Eligible Child Care Providers**

- You can use your child care assistance at any licensed child care center, a registered family child care provider, approved home (in-home and family, friend or neighbor), school-based program or a summer youth camp that is approved by the state and accepts state payments.
- Eligible providers must comply with all Child Care and Development Block Grant (CCDBG) requirements including completing numerous health and safety trainings and required criminal background checks.

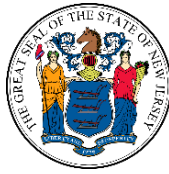
### **Completing and Submitting an Application**

To get started, you must first complete, sign and submit the following application with all the required documents to your Child Care Resource and Referral (CCR&R) agency. To find your local CCR&R, visit [www.ChildCareNJ.gov/CCRR](http://www.ChildCareNJ.gov/CCRR) or call 1-800-332-9227.

### **What happens next if my application is approved?**

If approved, your CCR&R will send you a Parent/Applicant and Provider Agreement (PAPA) for each child for whom child care assistance is requested. You must complete this form and return to your CCR&R within ten (10) calendar days. The PAPA must be signed by both the applicant/co-applicant and child care provider and returned to your CCR&R prior to the expiration date indicated. Your CCR&R cannot initiate child care assistance payments until this agreement is signed and returned. Initial child care assistance approval (your period of eligibility) is for 12 months, unless you request a shorter period of care. You will receive an Application for Redetermination from your CCR&R prior to the end of your period of eligibility.

**For more about eligibility requirements, applying for child care assistance, licensing information, a search to find child care in your area, provider inspection reports and information on what makes a quality program, visit [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov) or call the Child Care Helpline at 1-800-332-9227.**



Department of Human Services • Division of Family Development

## New Jersey Child Care Assistance Program Application

Submit this application along with any required documentation to your Child Care Resource and Referral (CCR&R) agency:  
*(See the Documentation Checklist at the end of this application for required documentation)*

Please type or print neatly using blue or black ink only. Asterisk (\*) indicates a required field. Social Security Number is optional for applicant/co-applicant. Answer all questions to the best of your knowledge.

If you have questions, need assistance filling out the application or to request any DFD-required forms, contact your local CCR&R. Visit [www.ChildCareNJ.gov/CCRR](http://www.ChildCareNJ.gov/CCRR) for a list by county or call 1-800-332-9227.

### A. APPLICANT & CO-APPLICANT INFORMATION

<b>APPLICANT</b>	Applicant's Last Name*:	First Name*:	M.I.:
	Social Security Number:       -       -	Date of Birth (MM/DD/YYYY)*:       /       /	
	Gender at Birth*: <input type="checkbox"/> <b>Female</b> <input type="checkbox"/> <b>Male</b>	Are you Head of Household?*: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
	Relationship to the Child*:	Are you Hispanic/Latino?*: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> <b>White/Caucasian</b> <input type="checkbox"/> <b>Native American/Alaskan Native</b> <input type="checkbox"/> <b>Asian</b> <input type="checkbox"/> <b>Black/African American</b> <input type="checkbox"/> <b>Native Hawaiian/Pacific Islander</b> <input type="checkbox"/> <b>Other:</b> _____		
If the primary language spoken in your home is not English, what language do you speak?:			

<b>CO-APPLICANT</b>	If applicable, enter Co-Applicant information (must live in the same household)		
	Co-Applicant's Last Name*:	First Name*:	M.I.:
	Social Security Number:       -       -	Date of Birth (MM/DD/YYYY)*:       /       /	
	Gender at Birth*: <input type="checkbox"/> <b>Female</b> <input type="checkbox"/> <b>Male</b>	Are you Hispanic/Latino?*: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> <b>White/Caucasian</b> <input type="checkbox"/> <b>Native American/Alaskan Native</b> <input type="checkbox"/> <b>Asian</b> <input type="checkbox"/> <b>Black/African American</b> <input type="checkbox"/> <b>Native Hawaiian/Pacific Islander</b> <input type="checkbox"/> <b>Other:</b> _____			

<b>FAMILY SIZE</b>	Total number of applicants (including the co-applicant, if applicable)*: _____
	Total number of dependent children in family*: _____ Total number of dependent adults in family*: _____
<i>Dependent children are all children under the age of 18 in the household. Dependent adults are those who are not legally responsible for the children but who are dependent upon the applicant/co-applicant. Dependency must be verified via the family's most current income tax form.</i>	

### B. ADDRESS

Home Address*:	Apt.#:
City*:	State*:
State*:	Zip Code*:
School District*:	Email:
Cell Phone Number:	Home Phone Number:
I am experiencing homelessness. I lack a fixed, regular and adequate nighttime residence: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
If you are experiencing homelessness, you may be given more time to submit required documentation. See the Documentation Checklist for more information.	



# New Jersey Child Care Assistance Program Application

## C. HOUSEHOLD INFORMATION

Is the applicant/co-applicant currently (select all that apply):

- Yes  No Serving full-time and in active duty in the military?
- Yes  No Serving in the National Guard or military reserves?
- Yes  No Receiving, or in the past received, WFNJ-TANF benefits? If yes, please provide TANF ID#: \_\_\_\_\_
- Yes  No Receiving, or in the past received, SNAP benefits? If yes, please provide SNAP ID#: \_\_\_\_\_
- Yes  No Do you currently have health insurance benefits?

## D. INCOME *Attach documentation of one month of current income. See the Documentation Checklist for guidance.*

Do your family's assets exceed \$1,000,000.00?:  Yes  No

APPLICANT			CO-APPLICANT		
Check all sources of income that apply:	Amount	Frequency	Check all sources of income that apply:	Amount	Frequency
<input type="checkbox"/> Wages/salary (from all employers)			<input type="checkbox"/> Wages/salary (from all employers)		
<input type="checkbox"/> Wages/salary (self-employment)			<input type="checkbox"/> Wages/salary (self-employment)		
<input type="checkbox"/> Pension/retirement			<input type="checkbox"/> Pension/retirement		
<input type="checkbox"/> Supplemental Security Income (SSI)			<input type="checkbox"/> Supplemental Security Income (SSI)		
<input type="checkbox"/> Social Security benefits			<input type="checkbox"/> Social Security benefits		
<input type="checkbox"/> Unemployment/worker's compensation			<input type="checkbox"/> Unemployment/worker's compensation		
<input type="checkbox"/> Veterans/military benefits			<input type="checkbox"/> Veterans/military benefits		
<input type="checkbox"/> Disability benefits			<input type="checkbox"/> Disability benefits		
<input type="checkbox"/> Child support**:			<input type="checkbox"/> Child support**:		
<input type="checkbox"/> Alimony**:			<input type="checkbox"/> Alimony**:		
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Other: _____		

\*\*Enter the amount of child support and/or alimony you receive, regardless of whether it is court ordered or not.

## E. WORK/SCHOOL/TRAINING

Is the applicant incapacitated and unable to work?:  Yes  No (If Yes, you will need to complete the CC-10 Statement of Incapacity Form)

Are you working?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / <input type="checkbox"/> Full Time Hours per week: _____ <input type="checkbox"/> Part Time Hours per week: _____	Are you enrolled in school?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Classroom credits/hours: _____	Are you in a training program?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Hours per week: _____
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APPLICANT

Employer Name or School/Training Site:	Phone:
Address:	
City:	State:
Zip Code:	
Second Employer Name or School/Training Site (if applicable):	Phone:
Address:	
City:	State:
Zip Code:	

*If there are additional employer(s), school(s), training site(s), please attach documentation.*

Is the co-applicant incapacitated and unable to work?:  Yes  No (If Yes, you will need to complete the CC-10 Statement of Incapacity Form)

Are you working?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / <input type="checkbox"/> Full Time Hours per week: _____ <input type="checkbox"/> Part Time Hours per week: _____	Are you enrolled in school?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Classroom credits/hours: _____	Are you in a training program?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Hours per week: _____
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CO-APPLICANT

Employer Name or School/Training Site:	Phone:
Address:	
City:	State:
Zip Code:	
Second Employer Name or School/Training Site (if applicable):	Phone:
Address:	
City:	State:
Zip Code:	

*If there are additional employer(s), school(s), training site(s), please attach documentation.*



# New Jersey Child Care Assistance Program Application

## F. CHILD(REN) INFORMATION *Include each child needing child care assistance. Use the Additional Child(ren) Form if needed.*

<b>CHILD #1</b>	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
	Start Time:							
	End Time:							

<b>CHILD #2</b>	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT
	Start Time:							
	End Time:							

<b>CHILD #3</b>	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT
	Start Time:							
	End Time:							

<b>CHILD #4</b>	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT
	Start Time:							
	End Time:							



# New Jersey Child Care Assistance Program Application

## G. IMPORTANT COMMUNITY RESOURCES

### To make a complaint or report a health and safety violation, contact:

**Child Care Centers**  
Contact the Dept. of Children and Families, Office of Licensing  
[njccis.com/njccis/public-complaint](http://njccis.com/njccis/public-complaint)  
1-877-667-9845

**Registered Family Child Care and Home-Based Providers**  
Contact your CCR&R  
[www.ChildCareNJ.gov/Parents/CCRR](http://www.ChildCareNJ.gov/Parents/CCRR)  
1-800-332-9227

**Summer Youth Camps**  
Contact the Dept. of Health, Public Health and Food Protection Program  
1-609-826-4935 ext. 27

**Child Care Resource and Referral (CCR&R) Agencies**  
Contact the Office of Child Care  
[www.ChildCareNJ.gov](http://www.ChildCareNJ.gov)  
[DFD.ChildCare@dhs.nj.gov](mailto:DFD.ChildCare@dhs.nj.gov)  
1-609-588-2163

Complaints may be made anonymously.

### To report abuse and neglect, contact:

All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the State Central Registry Child Abuse Hotline. This is a toll-free, 24-hour, seven-days-a-week hotline.  
1-877 NJ ABUSE (652-2873) • TTY 1-800-835-5510

The **Division of Family Development (DFD)** provides leadership and supervision to the public and non-profit agencies that deliver financial assistance and critical safety net services to individuals and families in New Jersey. Along with **Child Care** services, the programs within DFD are **Work First New Jersey/Temporary Assistance for Needy Families (WFNJ/TANF)** and **WFNJ/General Assistance (WFNJ/GA)** – the two programs that make up the state’s cash assistance program; **NJ SNAP**; and **Child Support** services. For more information on these programs, visit the DFD website at [www.nj.gov/humanservices/dfd](http://www.nj.gov/humanservices/dfd).

If you are deaf, hard of hearing, deaf-blind and/or speech-disabled use 7-1-1 NJ Relay.

### NJ 2-1-1 • [www.NJ211.org](http://www.NJ211.org) • Dial 2-1-1

NJ 211 provides live assistance 24 hours a day, every day of the year. Services are free, confidential and multilingual with referrals to over 7,600 community programs and services like – food, utilities, affordable housing, rental assistance, mental and physical health, substance use disorders, senior needs, legal assistance, Kinship Navigator Program, transportation, disability services and so much more.

### NJ Helps • [www.NJHelps.gov](http://www.NJHelps.gov)

NJ Helps is an online screening tool that will help you see if you are eligible for food assistance (SNAP), cash assistance (WFNJ/TANF or WFNJ/GA), and health insurance (NJ FamilyCare/Medicaid). From there you can apply for services or learn about additional resources.

### Connecting NJ • [www.nj.gov/connectingnj](http://www.nj.gov/connectingnj)

Connecting NJ is a referral process for obstetrical and prenatal care providers, community agencies, and families linking you to NJ Family Care, Community Doulas, Home Visitation Programs and more.

### Early Intervention Services • [www.nj.gov/health/fhs/eis/for-families/](http://www.nj.gov/health/fhs/eis/for-families/) • Birth to Age Three: 1-888-653-4463 • Over Age Three: 1-800-322-8174

The New Jersey Early Intervention System (NJEIS), under the Division of Family Health Services, for infants and toddlers, birth to age three, with developmental delays or disabilities, and their families. New Jersey Early Intervention System Project Child Find assists families of preschoolers ages 3 through 5 concerned about their child’s development.

### Earned Income Tax Credit (EITC) • <https://eitc.nj.gov> • Federal: 1-800-929-1040 • State: 1-888-895-8179

EITC is a federal and state tax credit benefit for individuals and families who earn low-to moderate incomes in NJ.

### Family Help Line • 1-800-THE-KIDS (1-800-843-5437) 24 hours a day, 7 days a week

If you’re feeling stressed out, call the Family Help Line and work through your frustrations before a crisis occurs. You’ll speak to sensitive, trained volunteers of Parents Anonymous who provide empathic listening about parenting and refer you to resources in your community.

### Low Income Home Energy Assistance (LIHEAP) • 1-800-510-3102

The Home Energy Assistance Program helps very low-income residents with their heating and cooling bills, and makes provisions for emergency heating system services and emergency fuel assistance within the Home Energy Assistance Program.

### NJ Parent Link • [www.njparentlink.nj.gov](http://www.njparentlink.nj.gov) • 609-633-1363

The focus of NJ Parent Link is to meet the information and resource needs of expectant parents, families with young children (newborns to children entering kindergarten) and professional stakeholders vested in the health and well-being of New Jersey’s children and families. Parenting and support resources for families with older children, school aged to young adulthood, are also available.

### Social Service for the Homeless (SSH) • [www.nj.gov/humanservices/dfd/programs/ssh](http://www.nj.gov/humanservices/dfd/programs/ssh) • NJ 2-1-1

Provides assistance to New Jersey residents who are at risk of homelessness, but are ineligible for Temporary Assistance for Needy Families, General Assistance or Supplemental Security Income.





# New Jersey Child Care Assistance Program Application

## H. CERTIFICATION *Read carefully before signing.*

I (we) hereby certify that all of the information provided is true and correct to the best of my (our) knowledge. I (we) know that submitting false information about my (our) situation, failing to give the necessary information or causing others to hold back information is against the law and may subject me (us) to criminal and civil penalties, as well as the denial, termination and/or repayment of child care services and child care assistance.

I (we) also understand that:

1. Acceptance of child care financial assistance is not for my (our) personal use or expenses. Federal, state and local public funds, such as this child care assistance, must and will be used as payment for costs that are directly associated with services rendered by a child care provider.
2. It is a violation of program rules to provide any false or misleading information for the purpose of obtaining financial assistance for child care services, including but not limited to, information about my (our) eligibility. For example:
  - Failing to accurately report all sources of my (our) income, such as, but not limited to, not reporting multiple sources of income, or an increase or decrease in wage/salary, child support or alimony payments, self-employment wages, unemployment benefits or any other source of income.
  - Failing to accurately report the amount of my (our) income. Examples include, but are not limited to, reporting the accurate amount(s) of income from self-employment, child support, alimony, income from a second job or rent from property ownership. Changing or altering pay stub information is unlawful and will not be tolerated.
  - Failing to accurately report the number of household members, for example, failing to report a spouse or another parent/guardian is living in the household.
3. This information is being given in connection with federal, state and local public funds and will be used through computer matching programs to confirm the accuracy of my (our) statements and verify my (our) income, resources and need for child care assistance, as warranted.
4. Providing the social security numbers of the applicant/co-applicant is voluntary. CCR&R staff may use my (our) names and social security information with federal and state agencies and other sources deemed necessary for official examination. However, copies of birth certificates and Social Security or Permanent Resident Card (Green Card), are required for all children for whom child care assistance is requested.
5. In order to verify my (our) income and service need, a CCR&R representative may need to contact my (our) employer(s). I (we) hereby authorize my (our) employer(s) to release information regarding my (our) income, pay scale, hours and schedule of work to the CCR&R representative.
6. The state has set maximum rates for what it pays for child care assistance. These rates vary depending on several factors including the age of the child and the type of provider. This assistance may cover your entire cost for care, however, providers all charge different amounts. If your provider charges more than what the state covers, I (we) understand that I (we) are responsible for paying the difference.
7. I (we) are responsible for the copayment (copay) fee which is calculated by the CCR&R and based upon my (our) family size, annual income, hours of care needed and the age of my (our) children during the period of eligibility. (Copays are NOT being assessed through June 30, 2024, or until further notice. The applicant/co-applicant will be responsible for copays when they are reinstated.)
8. Should there be a change in the utilization of child care services, the CCR&R retains the right to change my (our) Parent/Applicant and Provider Agreement (PAPA) to reflect the actual hours of care needed.
9. I (we) must notify the CCR&R in person, by mail, phone, email or using the CC-198 Notification of Change Form, immediately or no later than 10 days from the occurrence, of any changes that may affect child care eligibility. This includes no longer needing care, relocation out of county or state, change of provider or type of care and/or if any income changes to exceed 85% of the State Median Income (Income Eligibility Chart available at [www.ChildCareNJ.gov/Parents/CCAP](http://www.ChildCareNJ.gov/Parents/CCAP)).
10. The assigned CCR&R is authorized to issue payment to **only one child care provider per child** for the specified period of eligibility.

***Continued on next page***



# New Jersey Child Care Assistance Program Application

## H. CERTIFICATION CONTINUED *Read carefully before signing.*

11. Authorization for child care assistance is for 12 months, unless you request a shorter period of time.
12. Payment is issued directly to providers on a biweekly basis.
13. If found eligible, the authorized/executed PAPA constitutes the full terms of child care assistance.
14. The applicant/co-applicant is responsible to comply with program rules and utilize the DFD-approved time and attendance system. Failing to properly utilize the DFD-approved time and attendance system (which verifies child attendance and generates payment to the child care provider) may result in disqualification. (The DFD-approved time and attendance system is NOT being utilized through June 30, 2024 or until further notice.)
15. If my (our) application for child care services is denied by the CCR&R, or my (our) child care services are adversely impacted as a result of an action by the CCR&R, then I (we) have the right to request a case review within 10 calendar days of the denial/adverse action through the CCR&R. If I (we) disagree with the CCR&R's case review decision, then I (we) have the right to request an administrative review from the NJ Division of Family Development within 90 days of the denial/adverse action. The timely request for an administrative review must be made to: **Bureau of Administrative Review and Appeals, Division of Family Development, P.O. Box 716, Trenton, NJ 08625-0716 or by calling 1-800-792-9774.**
16. That I should keep a copy of this application for my records.
17. I (we) have read this Certification and understand that failure to comply with the terms may result in the denial of my (our) application for child care assistance benefits or the loss of these benefits.

Applicant Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

#### APPLICATION STATUS

**Complete** (all supporting documentation attached)  **Incomplete**

#### INCOME/FAMILY SIZE

Gross Annual Household Income:	Family Size:
Family's Total Assessed Copay:	Amount: <span style="float: right;">Frequency:</span>

#### ELIGIBILITY RESULTS

<input type="checkbox"/> <b>Approved (Eligible)</b>	Eligibility Start Date (MM/DD/YYYY):    /    /	Eligibility End Date (MM/DD/YYYY):    /    /
<input type="checkbox"/> <b>Pending Documentation</b>	Date Notice Sent (MM/DD/YYYY):    /    /	Deadline to Submit (MM/DD/YYYY):    /    /
<input type="checkbox"/> <b>Denied (Ineligible)</b>	Reason:	

Assistance Type:  **CCAP**  **DOE Wrap**  **Kinship**  **CPS**  **PACC**  **WFNJ**  **TCC**  **CCVC**

#### CCR&R INFO

CCR&R Authorizing Printed Name:	
CCR&R Authorizing Signature:	Certification Date (MM/DD/YYYY):    /    /





# New Jersey Child Care Assistance Program Application

## Additional Child(ren) Information *Include each child needing child care assistance*

Applicant Name*:		Co-Applicant Name:	
Social Security Number:        -        -		Social Security Number:        -        -	
Date of Birth (MM/DD/YYYY)*:        /        /		Date of Birth (MM/DD/YYYY):        /        /	

<b>CHILD #5</b>	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							

<b>CHILD #6</b>	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							

<b>CHILD #7</b>	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							

<b>CHILD #8</b>	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							



# New Jersey Child Care Assistance Program Application Documentation Checklist

Below is a general list of required documents for each section of the Child Care Assistance Program (CCAP) application that must be submitted for initial eligibility consideration. Additional documents may also be required based on program requirements. If you have questions, need assistance filling out the application or to request any DFD-required forms, contact your local CCR&R. Visit [www.ChildCareNJ.gov/CCRR](http://www.ChildCareNJ.gov/CCRR) for a list by county or call 1-800-332-9227.

## A. APPLICANT & CO-APPLICANT IDENTIFICATION

For **each applicant/co-applicant**, submit **one** of the documents from **Column A**. If you are unable to provide from **Column A**, you may submit **two** documents from **Column B**:

### COLUMN A (PRIMARY DOCUMENTATION)

Submit one:

- Driver's license
- Government-Issued Photo ID card
- Military photo ID card
- Employer-issued photo ID card
- School photo ID card
- Passport
- Permanent Resident Card (Green Card)

OR

### COLUMN B (SECONDARY DOCUMENTATION)

Submit two:

- High school diploma, GED or college diploma
- Health insurance card or prescription card
- Printed paystub
- Birth certificate (applicant/co-applicant or child's)
- Social Security card

## B. ADDRESS

For **each applicant/co-applicant**, submit **one** of the following to verify residence:

- |   |  |
|---|--|
| <input type="checkbox"/> Current rental/lease agreement or mortgage bill                                    | <input type="checkbox"/> Home utility bills  |
| <input type="checkbox"/> Court decree <i>(if applicable)</i>  | <input type="checkbox"/> Medical documentation   |
| <input type="checkbox"/> School records showing residence   | <input type="checkbox"/> Vehicle registration/title or NJ driver's license   |
| <input type="checkbox"/> Custody agreement or other court documents for guardianship <i>(if applicable)</i> | <input type="checkbox"/> Most recent filed tax forms showing dependency<br><i>(For dependents 18+, must provide filed IRS 1040 Form)</i> |

If you are experiencing homelessness as defined by any of the following situations and are unable to provide the necessary documents with your application, you may have up to six months to submit the required paperwork. Situations include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings [within the meaning of section 103(a)(2)(C)];
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii) therein.

## C. HOUSEHOLD INFORMATION

To prove relationship, any of following must be submitted for **any child in need of child care services**:

- Child's birth certificate
- Court decree *(if applicable)*
- Custody agreement or other court documents for guardianship *(if applicable)*

For **each dependent residing in the home** and included in the family size, submit **one** of the following to verify family size:

- Birth certificate
- Court decree *(if applicable)*
- Custody agreement or other court documents for guardianship *(if applicable)*
- Most recent filed tax forms showing dependency *(For dependents 18+, must provide filed IRS 1040 Form)*

If the **dependent is over the age of 18**, submit **one** of the following documents to verify family size:

- Most recent filed tax forms showing dependency (copy of filed IRS 1040 form)
- Health insurance policy showing coverage for the dependent
- Records of school enrollment



# New Jersey Child Care Assistance Program Application Documentation Checklist

## D. INCOME

For each applicant/co-applicant, submit all that apply to verify income:

### INCOME FROM EMPLOYMENT:

- Must provide one month of current pay stubs (e.g. 4 weekly, 2 biweekly, etc.); and/or
- CC-188 Verification of Employment Form (If needed to verify work hours when not reflected in the pay stubs or to verify income when the applicant/co-applicant does not receive pay stubs.)

### NEW EMPLOYMENT ONLY (If paystubs are not available):

- Employer letter on company letterhead (signed/dated). Must include rate of pay, hours worked per week, employer contact information, and first date of employment; or
- CC-188 Verification of Employment Form (If approved for CCAP, applicant/co-applicant will be required to follow up with pay stubs if received.)

### SELF-EMPLOYED ONLY:

- Submit current IRS tax transcript of Form 1040 along with Schedule C, "Profit or Loss from Business"

### UNABLE TO WORK or INCAPACITATED:

- CC-10 Statement of Incapacity Form

### OTHER INCOME OR BENEFITS TO FAMILY UNIT:

Documentation must show the rate and frequency of the income received from the sources below:

- Pension/retirement documentation
- Social Security award letter
- Unemployment/worker's compensation documentation
- Alimony/spousal support
- Veterans/military benefits
- Disability benefits
- Child support (minimum 6 months of payment/disbursement history)
- Any other income required for federal/state tax reporting purposes

(Note: If child support or alimony is not court ordered, write the amount you receive monthly in Section C of the application)

## E. WORK/SCHOOL/TRAINING

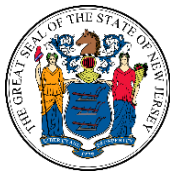
For each applicant/co-applicant, submit one of the following:

- WORK:** See Section D, "Income from Employment" for acceptable documents to verify hours of work
- SCHOOL:** Course registration or transcript from the school or a CC-189 Verification of School or Training Form if a registration or transcript is not yet available
- TRAINING PROGRAM:** Program registration or transcript from the training program or a CC-189 Verification of School or Training Form if a registration or transcript is not yet available

## F. CHILD(REN) INFORMATION (for child citizenship status purposes only)

For any child in need of care, submit one of the following:

- U.S. birth certificate
- Certificate of Citizenship
- U.S. passport or passport card
- Social Security card
- Permanent Resident Card (Green Card) (USCIS Form I-551)
- Refugee Travel Document (Form I-571)
- Electronic version of U.S. Customs and Border Protection Form I-94 (available on the CBP One Mobile App or <https://i94.cbp.dhs.gov/I94#home>)



Department of Human Services • Division of Family Development

## **New Jersey Child Care Assistance Program Special Care Policy Guide**

### ***Prioritizing Children with Special Needs in Child Care***

Dear Parent/Applicant:

When you have a child with special needs, it can be challenging to find the right child care services. It is important to do your research and visit the child care provider to make sure the program can meet your child's unique needs. When you find the right provider, the Child Care Assistance Program (CCAP) has priority services available for children with special needs, including a Special Care Rate and priority in services (if there is a waiting list). In order to receive these priority services, you must submit a **CC-216: Special Needs Certification Form** dated within the last 12 months to your local Child Care Resource and Referral agency (CCR&R).

The CC-216 must be signed by either an authorized professional (county board of social services, legal, medical or social service agency, emergency shelter or public school professional) or a licensed health professional (a physician/psychologist).

**IEP:** If a child has an Individualized Education Program (IEP), the CC-216 must be signed by the school administrator or another school official.

**Teen Parents:** The CC-216 is not required for a child with teen parents. These children are automatically afforded special needs priority services, and do not need to provide the CC-216.

**Ages 13 – 18:** A child with special needs aged 13 – 18 can be eligible for CCAP services (generally limited to children under 13) if the child is physically or mentally incapable of self-care as certified by a licensed health professional (a physician or psychologist).

#### **Additional Information for Child Care Providers**

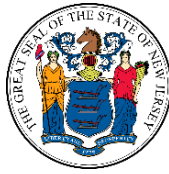
The parent/guardian is responsible for submitting the CC-216 to the CCR&R. The CCR&R will determine if the child(ren) meets the criteria of a child with special needs and will authorize approval for the Special Care Rate and, if applicable, priority of services. In many instances, an agreement may need to be reissued to the child care provider reflecting the Special Care Rate.

A child with special needs is a child who either:

- is under the age of 19 and is physically or mentally incapable of self-care as determined by a licensed health professional;
- is under the age of 13 and has been identified through a written referral from an authorized professional which indicates that the child has a serious physical, emotional or mental, or cognitive condition and child care services are required as part of a treatment plan designed to stabilize or ameliorate the situation (including a child identified as having an IEP); or
- has teen parents (no CC-216 is required).

It is important that all staff members participate in child development training and any other specialized professional development training to appropriately meet the unique needs of each child. Trainings are available for free, or for a minimal fee, through the New Jersey Workforce Registry at [www.NJCCIS.com](http://www.NJCCIS.com).

**The NJ Child Care Assistance Program is managed by the CCR&R in your county:**



Department of Human Services • Division of Family Development

New Jersey Child Care Assistance Program
Special Needs Certification Form

Instructions: Part 1 of the Special Needs Certification Form is to be completed by the parent (applicant). Part 2 must be completed and signed by an authorized professional...

Instrucciones: La Parte 1 de este formulario "Special Needs Certification Form" (o "Formulario de Certificación de Necesidades Especiales") debe ser completada por el padre (solicitante). La Parte 2 debe ser completada y firmada por un profesional autorizado...

Part 1: Completed by Parent/Parte 1: Completada por los Padres

Form with fields for Child Name, Parent Name, Date of Birth, Street Address, City, State, Zip Code, and a consent section for releasing information.

PART 2: Completed by an Authorized Professional or Licensed Health Professional

Form with fields for Authorized Professional Name, Title, License No., Street Address, City, State, Zip Code, Email, Phone, Fax, and a notice section for the professional.

The NJ Child Care Assistance Program is managed by the CCR&R in your county:
El NJ Programa de Asistencia para Cuidado de Niños es administrado por el CCR&R en su condado: