



Application Checklist
Child Care Assistance Program

Your APPLICATION for Child Care Assistance is incomplete. Please submit the following checked item(s) to our office as soon as possible, but no later than the date listed: \_\_\_\_\_

Verification/Change of employment form or letter from your employer which includes work schedule, hourly wage or monthly gross salary, 1st check date and start date if new Employment/Change of Employment has occurred within the past 60 days.

Verification of employment temporary leave/maternity form or letter from your employer which includes date of leave, expected return date, last pay check date and gross amount of last pay check, whether leave is paid or not paid.

Pay stubs for the most recent consecutive 30 days: \_\_\_\_\_

Child Support Verification: Court order, written statement from absent parent, or copies of payments.

Child custody arrangement (written) form that includes both parents names, child(ren) name(s), custody arrangement, and if child support is received (if yes, what is the amount you have received in the last 30 days): \_\_\_\_\_

Training/school verification: letter from advisor must include degree/certificate program, class/training schedule, & verification of anticipated graduation.

Job search signed agreement: \_\_\_\_\_

Verification of address (in primary caretaker's name a current rent or lease agreement, mortgage statement, utility or other bill mailed no more than two months previously, automobile registration, voter registration, letter from the person who leases/owns the property, or paycheck stub received within the past two months): \_\_\_\_\_

Birth certificate(s) for child(ren) requesting care and photo ID of primary care taker: \_\_\_\_\_

Child care information start date, provider name, phone & fax numbers, and license number (in writing and signed by parent/caretaker)

Client Responsibility form signed by primary caretaker and any other adult caretaker on the case

Other: \_\_\_\_\_

Thank you,
Adams County CCCAP team

Adams County Department of Human Services
Colorado Child Care Assistance Program
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Westminster, CO 80234

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Fax: 720-523-2201