



Child Care Assistance Program
Redetermination Checklist

This form will tell you what documents are MANDATORY to determine your continued eligibility for Child Care Assistance is. Please return all documents with your redetermination packet.

FAILURE TO TURN IN THE NECESSARY INFORMATION MAY RESULT IN THE DENIAL OF YOUR REDETERMINATION

- Completed, signed redetermination packet.
Parent activity schedule if non-traditional hours (outside of 6:00 am – 6:30 pm) are requested.
30 days of income or new Employment Verification if new Employment or Change in Employment has occurred within the past 60 days.
(Pay stubs, which is a statement from the employer indicating the name of the employee, the gross amount of income, mandatory and voluntary deductions from pay, net pay and pay date, along with year-to-date gross income)
Verification of employment termination if employment has changed.
Verification of Child support received/paid out
Verification of unearned income.
(Examples of unearned income: worker’s compensation, unemployment benefits, social security benefits, VA benefits, disability benefits, etc.)
Self-employed persons should turn in a self-employment packet that includes ledger sheet showing total for income and expenses and copies of all receipts for expenses and other documents.
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).
Client Responsibility Agreement.
Verification of address if residency has changed (in the head of household’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).
Other:

****If change of activity has occurred from what was previously disclosed we may need other verification documents****

Please disclose your current email for your case

*Valid email address is required

Adams County Department of Human Services
Colorado Child Care Assistance Program
11860 Pecos St
Westminster, CO 80234

Phone: 720-523-2337
Fax: 720-523-2201



****Please continue to the next page****

By signing below, I agree that I read the Child Care Assistance Program Redetermination Checklist and supplied all the required proof. I have read and understand each of the items outlined in this checklist. My signature(s) do not guarantee approval of CCAP.

Client Signature (Primary)

Client Signature (Secondary)

Client PRINTED name

Client PRINTED name

CCCAP Staff Signature

Date

Thank you,
Adams County CCCAP Team

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