



CCAP WEBSITE FOR ADDITIONAL FORMS: <http://www.adcogov.org/cccap>

**Child Care Assistance Program  
Redetermination Letter**

It's time for your Redetermination! Please complete and sign the Redetermination packet along with all verifications so we can determine your continued eligibility for Child Care Assistance. **If there are no changes, you must still complete and sign all required forms.** Below is a list of required verifications that are needed:

- **A completed and signed Redetermination Packet.**
- **Verification of your eligible activity. If you are employed, please provide 30 consecutive days of paystubs. If you just started new employment within the last 60 days please have your employer complete and sign a Verification of Employment form. If you are self-employed please provide a Self-employment packet and receipts for any expenses you are declaring. For expenses, highlight the expense item, the date of the expense, and the amount on the receipts. If you are attending school/training, please provide verification of your Anticipated Graduation Date, and which degree/certification you are pursuing.**
- **Verification of any unearned income going into your home, such as Social Security income, VA benefits, Alimony, Child Support or Unemployment.**
- **A signed and fully completed Custody Form (if both parents are not in the same household)**
- **A signed and fully completed Provider Form (even if there are no changes)**
- **Verification of Residence, if your address has changed.**
- **A signed Client Responsibilities Form**
- **Other\_\*\*\_Birth Certificates for Children needing Care and Your I.D.**

There may be certain situations in which your caseworker can request additional information.

***Your Redetermination packet is due by \_\_\_\_\_. If a Signed Redetermination Packet and Verifications are not received by the due date your case will close on \_\_\_\_\_.***

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