It shall be the policy of Larimer County to require that all CCAP recipients be referred to and cooperate with the Child Support Enforcement Unit unless one of the following situations exist:

1. Good cause has been established.
2. The client is a foster parent of a child on the CCAP case.
3. The CCAP case consists of a two-parent household where there are no absent parents for any children in the home.
5. The CCAP recipient is a teen parent

This referral and subsequent cooperation will be within thirty (30) calendar days of the completion and approval of the CCCAP application.

CCAP recipients shall be notified of their right to apply for a good cause exemption. Recipients can request good cause at any time. CCAP benefits will be extended until the good cause determination is complete. Good cause determinations will be made within fifteen (15) calendar days of the request. If good cause has been approved in another public assistance program that good cause determination will extend to CCAP.

All recipients are required to pay a $20.00 fee for enforcement of Child Support Services unless the recipient is currently receiving or has previously received Temporary Assistance to Needy Families (TANF) or Medicaid.

If the CCAP unit receives notice from Child Support Services that the household has not cooperated the following steps will be taken at application or redetermination only:

1. CCAP staff will notify the household within fifteen (15) calendar-days, in writing, that he/she has fifteen (15) calendar-days from the date the notice is mailed to cooperate, or request a good cause exemption, before the CCAP case and all authorizations will be closed.
2. If the adult caretaker fails to cooperate within the required time frames and/or with the Child Support Services Unit, the CCAP case will be closed.

CCAP recipients transitioning from TANF CCAP to Low-Income CCAP will be notified in writing within at least fifteen (15) calendar-days of the requirement to continue cooperating with the Child Support Services Unit.
Services Unit. The CCAP unit will notify Child Support Services within fifteen (15) calendar days when a household is transitioned from TANF CCAP to Low-Income CCAP and the household’s continued requirement to cooperate with Child Support Services.