

	Department of Human Services Division: Benefits and Community Support		
Policy Title:	CCAP Wait List		
Program:	Colorado Child Care Assistance Program (CCCAP)		
Approved by:	Division Manager - BCSD		
Effective Date:	03/01/2010	Revision Cycle:	Annually
Revision Date:	7/2019		
Owner:	CCAP Deputy Division Manager		
References:	Volume 3 Regulation 3.903 Definitions Volume 3 Regulation 3.910.1 Wait Lists Volume 3 Regulation 3.912 County Responsibilities		

When it has been determined necessary, due to lack of funding, Larimer County will institute and maintain a Child Care Assistance Program (CCAP) Wait List for entrance into the CCAP program. Families requesting CCAP services are required to complete a full CCAP application and provide any verification required to determine eligibility prior to being placed on the Wait List. Actual eligibility will not be decided until the potential applicant moves to the top of the Wait List.

- The following populations will be exempt from the CCAP Wait List:
 - Families experiencing homelessness.
 - Families with children with additional care needs
- Families whose income is at or below 130% of the current federal poverty guideline will be placed on the Wait List. These families will be admitted into the CCAP program when program spending levels are at a sustainable level based on annual projections. Within this population there will be additional priority given to households as follows:
 - First Priority - Post TANF Families
 - Second Priority - Individuals that meet the definition of a teen parent under CCAP rules and regulations
 - Third Priority - All other families whose income is at or below 130% of the current federal poverty guideline based on application date.
- Families determined eligible for the CCAP program whose income is above 130% FPL will be removed from the Wait List based solely on their CCAP application date.
- When the applicant is at the top of the Wait List, if it has been more than 60 days since the county received the initial application and verification to determine eligibility, the applicant will be required to turn in a new application and current verification to determine eligibility.
- A re-determination of eligibility for the Wait List will be done every twelve (12) months to determine, if the family is still eligible.

- Participants currently receiving CCAP assistance will be re-determined for continuing eligibility every twelve months.
 - If a family currently receiving CCAP fails to turn in requested documentation for a re-determination or a reported change, they will have a reinstatement period of thirty days from the date of the case closure to turn requested verifications in and are required to meet all eligibility requirements.
 - If the participant does not supply the requested verification within the thirty-day reinstatement period after the case closure date, they will have to complete a new application with required verification, and will be added to the CCAP Wait List.