



Colorado: CCAP Fast Facts

- 1. What is the Colorado Childcare Assistance Program?** The Colorado Child Care Assistance Program (CCCAP) helps families that are homeless, working, searching for work or in school find low-income child care assistance. Families that are enrolled in the Colorado Works Program can also use CCCAP services.
- 2. Which sites accept CCAP?** Alice Terry, Colorado Springs Charter School, Glenwood Springs Elementary, Hodgkins Elementary K-5, Lotus School for Excellence, Riverview Elementary, Rocky Mountain Berkeley, Rocky Mountain Prep Creekside, Rocky Mountain Prep Fletcher, Sherrelwood Elementary K-5, Skyline Vista Elementary K-5, Stedman Elementary, Sunset Ridge Elementary K-5, Trevista at Horace Mann, Valverde Elementary. Please visit our website www.springboardkids.com/locations for additional schools accepting CCAP.
- 3. Where do I go to apply for CCAP?** Each county's Department of Social/Human Services and the Colorado Office of Early Childhood, Division of Early Care and Learning manage the CCCAP program.

<https://www.colorado.gov/pacific/cdhs/contact-your-county>

- 4. How do I know if I am eligible to receive a childcare subsidy?**
You may be eligible to participate in CCAP if you:
 - Reside in Colorado
 - Are working, seeking employment, or are participating in training/education
 - Have at least one child who is under 13 years old
 - Have a family income of less than 85% of the State Median Income and less than the county defined maximum
- 5. Is citizenship status required?** Children receiving care must be U.S. citizens or aliens lawfully admitted for permanent residence. Verification of citizenship status for the child must be provided in order to determine eligibility. (This may include birth certificates or any other verification accepted by the Colorado Department of Revenue to verify citizenship status. (Section 3.140.1) If verification is not available at the time of application a family may be given a reasonable amount of time to secure that information before the child becomes ineligible for child care. The reason for the delay in providing the documentation must be well-documented. The citizenship requirement does not apply to parents.
- 6. What kind of documentation do I need to enroll in the Child Care Subsidy Program?**
You will need documentation to prove eligibility in the above categories and a completed application form.



7. What do I need to do once my child is in the Child Care Assistance Program?

- a. Give a copy of your authorization letter to the Springboard Site Coordinator during program hours.
- b. Enroll your child in the Springboard Program. If your child attends Springboard outside of the start and end dates listed on your voucher, you are responsible for payment in full at the private pay rates. Your co-pay is not applicable to dates outside the approved dates on your voucher. For assistance with enrolling please contact Customer Care at 800-341-3177 or support@springboardkids.com.
- c. For questions about your voucher or co-pay please contact our Voucher Specialist at 800-341-3177, ext. 111, or finance@springboardkids.com.
- d. Notify your CCAP caseworker about any changes in your income, employment status, family unit, or enrollment in a training program or school within 3 days of the change. If there are no changes, you must complete redetermination paperwork with your caseworker after 1 year to renew your child's enrollment into the program. Otherwise your child will be terminated from the Child Care Subsidy Program.
- e. I agree to use Attendance Tracking System (ATS) to check my child(ren) in and out of care daily or I may be responsible for payment of child care costs.
 - I. I agree that I will resolve any missed, denied and/or errors for ATS check in/out within the allotted 9-day period and I will be responsible for payments to the provider if I do not do so.
 - II. I agree to contact CDHS via phone 1-844-447-4441 option 3 or email CDHS_ATS_HelpDesk@state.co.us with missed, denied and/or errors for ATS check in/out.
- f. I agree that I will **not** leave my ATS PIN in the possession of my child care provider at any time or I may be disqualified from the Colorado Child Care Assistance Program.
- g. Pay your co-pay weekly. Payments are due every Monday for the current week. You may sign up for weekly or monthly auto-pay and receive a 5% discount on the monthly auto-pay option. Auto-pay requires a debit/credit card or checking account number and bank routing number be saved on your Springboard Parent Portal account. All co-pays are paid directly to Springboard Education in America via the Parent Portal or by calling Customer Care at 800-341-3177 to make payments by phone.