

Service Chapter: Child Care Assistance Program 400-28

Effective Date: December 1, 2025

Overview

Effective December 1, 2025, eligible Child Care Assistance applicants will be placed on a waitlist. This will be effective with applications received on or after December 1, 2025. All applications will continue to be processed the same, at this time the waitlist process will be completed by nightly data-fixes.

Description of Changes

1. Date of Application and Benefit Start Date 400-28-20-10- Change

Eligible CCAP families will be placed on a waitlist.

Policy Section Updates

1. Date of Application and Benefit Start Date 400-28-20-10

Households can apply for the Child Care Assistance Program in person, by mail, fax or electronically using one of the following:

- SFN 405 Application for Assistance
- SPACES self-service portal (SSP)

Applications may be received, filed and maintained at any [Human Service Zone](#) (HSZ) office within the state, based on what is most convenient for the applicant or recipient.

CCAP does not require an interview to determine eligibility. Households are not required to identify a provider at the time of application.

Date of Application and Benefit Start Date

The date of the application is the date the signed application is received in the HSZ office.

The HSZ office must document on the application the date the application was received in the HSZ office.

Note: Applications received after business hours, on weekends or holidays are considered received on the next business day.

The application is considered signed as long as the signature is found anywhere on the application, other than in answer to a question.

If an unsigned application is received, the unsigned application must be returned to the applicant for signature. The HSZ must document the date the signed application is received in the office. This date will become the application date.

~~Benefits will begin on the first day of the month in which the signed application is considered received in the HSZ office.~~

Wait List

The following households **will not** be placed on the waitlist:

- Households receiving Temporary Assistance for Needy Families (TANF)
- Households participating in the Crossroads program

Households determined eligible for CCAP who are **not** exempt will be placed on the waitlist. Before placement on the waitlist, households must complete a CCAP application and meet all eligibility criteria.

When placing and removing households from the waitlist, the following households will be prioritized:

- Households experiencing homelessness
- Households with income between 0–30% of State Median Income (SMI)

Households will remain on the waitlist until:

- Funding becomes available, or
- The household withdraws, becomes ineligible, or cannot be reached.

Households must notify CCAP of changes in:

- Contact information
- Household composition
- Income or activity that may affect eligibility

Failure to maintain current contact information may result in removal from the waitlist.

When a household is selected to be moved off the waitlist:

- If fewer than 60 days have passed since the household was placed on the Waitlist:
 - No re-verification of income or activity is required.
- If more than 60 days have passed:
 - The household must re-verify income and activity to confirm continued eligibility prior to authorization.

For all households removed from the waitlist, eligibility begins on the first day of the month in which they are moved off the waitlist, provided all required information is complete.

If a household does not respond within the specified timeframe when contacted to be moved off the waitlist, the next eligible household will be selected. The non-responsive household may:

- Remain on the Waitlist with its original priority/date, **or**
- Be removed if they request withdrawal or no longer meet basic eligibility criteria.

Prior Month

Applicants may request assistance for the month prior to the application month (prior month). Households may request the prior month up to the last day of the month following the month of application. Requests for prior months made after the time of application must be submitted in writing to the HSZ office. **Households will not be eligible for the prior month if they are placed on the waitlist.**

Example:

A household applies for CCAP on April 3rd and is approved on April 15th. The household's benefit start date is April 1st. The household has until May 31st to request the prior month.

If eligible, the system will determine eligibility and make payment for the prior month based on actuals.

If eligibility already exists for the requested prior month, a new eligibility determination is not made and payment for that month is based on the previous determination.