

CCDF child care assistance voucher program



The Child Care and Development Fund is a federal program that helps low-income families obtain quality child care so that they may work, attend training, continue their education or search for a job.

The purpose of CCDF is to increase the availability, affordability and quality of child care.

Families can apply for CCDF using the online application called “Early Ed Connect.” Go to <https://earlyedconnect.fssa.in.gov/> to apply.

Child care and development fund income limits Effective July 1, 2023	
Household size	Gross monthly income limits
1	\$1,832
2	\$2,465
3	\$3,108
4	\$3,750
5	\$4,393
6	\$5,035
7	\$5,678

For more information and to locate the CCDF eligibility office in your area, go to www.in.gov/fssa/carefinder/files/CCDF_Eligibility_Office_Map.pdf.

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Items needed for CCDF enrollment

To be considered for the child care voucher program you must be currently working, attending school or searching for a job. The applicant/co-applicant needs to submit the following items (current within 60 days):

- Picture ID for applicant; ID verification for co-applicant proof of birth for all the children.
- Proof of residency dated within the last 60 days (lease, utility bill or any piece of mail). Proof must include the applicant or co-applicant's name, street address and city or ZIP code.
- Foster care license (if applicable) as well as verification that the child(ren) is a ward of the state (e.g., a placement letter, a per diem statement with the child's name or a letter from a DCS caseworker).
- Provider information page completed by the child care provider you have chosen.

Proof of a service need (working, attending school or searching for a job)

- If working, one check stub dated within the last 60 days.
- If you are self-employed, a completed CCDF statement of self-employment profit and loss form for the most recent calendar month, prior to your application date, and provide a copy of your most recent tax transcript, which can be obtained online at www.irs.gov.
- If attending school (college or trade), a school schedule or on institution letterhead or a statement which includes the student name, school name and semester dates.
- If attending high school, a completed CCDF secondary school enrollment verification form.
- If you have a new job and have not received a check, bring a new hire statement on company letterhead with start date, rate of pay and expected work hours.
- Completed job search form (only applies to new applicants/co-applicants).

All sources of income

- Current Social Security and/or SSI benefit letter.
- Current TANF benefit letter.

Families who qualify for CCDF must choose a child care provider who is eligible to receive CCDF vouchers. Families who need help finding child care that meets their needs can connect with child care resource and referral agencies by visiting <https://brighterfuturesindiana.org/online-referral-request-form> or call 800-299-1627.

Applying for CCDF child care vouchers

1 Apply for CCDF vouchers at <https://earlyedconnect.fssa.in.gov/onlineApp/home>.

2 Upload required documents into Early Ed Connect or send them to your CCDF eligibility office.

Required documents (current within 60 days):

- Photo ID for applicant. Identity verification for co-applicant
- Birth certificate or hospital birth verification for child(ren) in the household
- Proof of address: Copy of a lease, utility bill or any piece of mail with your name, street address and city or ZIP code. If you are without housing, please provide a statement from a person you are living with.
- Proof of work and employment income; or
- Proof attending school/training; or
- Completed job search form (only applies to new applicants/co-applicants)
- Proof of any other income
- Provider information page

Forms can be found at www.in.gov/fssa/carefinder/child-care-assistance/ or at your CCDF eligibility office.

You can find your eligibility office at www.in.gov/fssa/carefinder/files/CCDF_Eligibility_Office_Map.pdf.

3 The CCDF eligibility office will contact you about any missing items or to let you know when the child care vouchers are approved.

4 Families who qualify for CCDF must choose a child care provider who is eligible to receive CCDF vouchers.

Child care resource and referral agencies help families find CCDF-eligible child care providers. Find the agency that serves your county by going to <https://brighterfuturesindiana.org/ccrr-network> or call 800-299-1627.

