

## MISSION STATEMENT

*To subsidize childcare costs for our  
Ho-Chunk Children.*

## ADMINISTRATION

The Child Care Assistance Program is designed to assist tribally enrolled Ho-Chunk children using CCDF federal grant funds to subsidize child care costs in the following Wisconsin counties:

<i>Adams</i>	<i>Clark</i>
<i>Columbia</i>	<i>Cranford</i>
<i>Dane</i>	<i>Eau Claire</i>
<i>Jackson</i>	<i>Juneau</i>
<i>La Crosse</i>	<i>Marathon</i>
<i>Monroe</i>	<i>Sauk</i>
<i>Shawano</i>	<i>Vernon</i>
<i>Wood</i>	

## OTHER WISCONSIN COUNTIES/OUT OF STATE

Net Profit Distribution (NPD) funding is on a *first come first serve* basis until all funds are obligated.

All applicants are **required** to first apply through their county/state of residence for child care assistance prior to the Ho-Chunk Nation Child Care Assistance Program. Applications are still accepted regardless of approval or denial of state assistance. It is a requirement that parents/guardians utilize all funding sources.

*Priority Services are given to placement; temporary guardianship, special needs and children considered vulnerable.*

**\*\*Refer to the Parent/Guardian Manual\*\***



**Child Care Assistance Program**  
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# Ho-Chunk Nation



## Child Care Assistance Program



Department of Social Services



Community Supportive  
Services Division

The Child Care Assistance Program (CCAP) operates as a voucher only program. Co-Payments are the sole responsibility of the parent/guardian to be paid directly to the provider. The Child Care Assistance Program's portion goes directly to the provider.

### Child Care Center Requirements:

Only State Licensed or State Certified centers are acceptable. Faith based, YMCA's, YWCA's and Boys & Girls Clubs are allowable. *\*Camps and/or tuition are not approved\**

### Parent/Guardian Requirements:

Employed full-time with a minimum of 35 hours weekly or attending an educational program with  $\frac{3}{4}$  status. A combination is acceptable with part-time employment and part-time educational program.

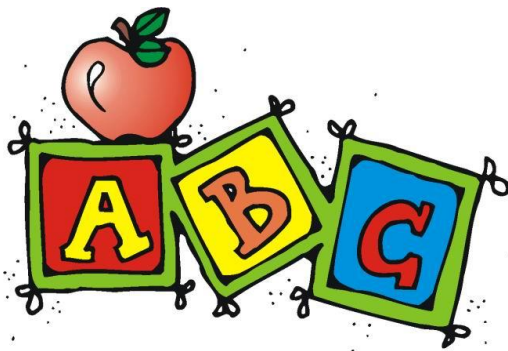
### Income Requirements:

Gross Income cannot exceed the income guidelines as established through CCAP. Per Capita is NOT included as income.

### Child Eligibility Requirements:

Child must be an enrolled Ho-Chunk tribal member or eligible for enrollment. There is a one year grace period from start date of program.

**\*\*Please refer to the Parent/Guardian Handbook for further clarifications\*\***



## ELIGIBILITY REQUIREMENTS FOR PARENT(S)/GUARDIAN(S)

Parent(s)/Guardian(s) must be employed and/or in an education program as defined:

#### Definition of Employed:

- Permanent full-time employment (35 hrs. minimum)
- Contracted limited term employee (LTE)

#### Definition of Education Programs:

- Enrolled in an accredited college with a minimum of  $\frac{3}{4}$  status (9 credits)
- Full-time enrollment in classes to obtain HS Diploma/HSED/GED

**\*\*Please refer to the Parent/Guardian Handbook for further clarifications\*\***

## APPLICATION REQUIREMENTS

Applications for the Child Care Assistance Program are accepted throughout the year. The following documents are required to determine eligibility:

1. Child Care Assistance Program complete application
2. Child Care Assistance decision letter from the state
3. Child's certificate of tribal enrollment (copy)
4. Enrollment Eligibility Form (*if in process of enrollment*) *\*to be notarized\**
5. Application Completion Checklist form
6. Parent/Guardian Handbook Receipt form
7. Discharge Policy form *\*to be notarized\**
8. Release of Information form *\*to be notarized\**
9. Proof of income
10. Proof of enrollment in an educational program *\*if applicable\**
11. Proof of enrollment in a drug or alcohol rehabilitation program *\*if applicable\**
12. Class Schedule *\*if applicable\**
13. Proof of Residence

**\*\*Please refer to the Parent/Guardian Handbook for further clarifications\*\***