



Parent CCAP Tip Sheet

Parent tips for addressing the Child Care Assistance Program (CCAP) issues:

Eligibility for Child Care Assistance Program (CCAP) benefits are determined by a Department for Community Based Services (DCBS) worker just like SNAP, KTAP, and other state benefits.

For information about provider concerns please see the Provider Tip page.

- Clients (parents or guardians) can apply for benefits, report changes, and get assistance with their CCAP case by calling 855-306-8959 or by visiting <https://benefind.ky.gov/>
- Changes can also be reported via email to chfs.dcbstdcctechnicalassistance@ky.gov
- Read all notices from DCBS regarding your CCAP case or any other benefit that you receive and follow up with your DCBS worker. Changes to your SNAP, K-TAP, or other benefit case can effect your CCAP case.
- All CCAP certificates must be signed by the client and provider and then faxed to DCC.
- Clients must report all changes and address certificate issues to their DCBS worker. Providers are not allowed access to your information.
- Know the name and address of your child care provider when applying for CCAP benefits or changing providers. This will help your DCBS worker when it is time to issue a certificate.