



**JB Pritzker, Governor**

**Grace B. Hou, Secretary**

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## **CHILD CARE ASSISTANCE PROGRAM (CCAP) INITIAL ACTIVITY SEARCH**

Date: October 1, 2021

From: Kisha D. Davis  
Bureau Chief of Subsidy Management

To: Child Care Providers

Re: Initial Activity Search

On Monday, September 13, 2021, Governor JB Pritzker announced that parents/guardians who are searching for work or seeking to enroll in school can qualify for three months of the Child Care Assistance Program (CCAP) if they meet other eligibility requirements. This initiative will be called “Initial Activity Search” within CCAP and will be effective October 1, 2021 through June 30, 2022.

To help parents/guardians who may be eligible to take advantage of this opportunity, please tell them to write “Activity Search” at the top of the first page when completing the Child Care Application (Form 3455). This will alert the Child Care Resource & Referral (CCR&R) or Site Administered provider as to next steps for processing the application.

To be eligible for this opportunity, families must meet all CCAP requirements (income, age of child, etc.) other than having current employment or educational activity. If eligible, CCAP cases will be approved for 5 days a week for 12 months and will have to pay the provider a monthly copayment based on their family size and income. If parents/guardians find employment or successfully enroll in school within the first three months, report their activity to the CCR&R, and meet all CCAP eligibility requirements, they can continue to receive CCAP for the full 12-month period. If all parents/guardians in the home do not report that they are employed or enrolled in school by the end of the 3<sup>rd</sup> month, the case will be canceled. An Approval of Request for Child Care Payments (Form IL444-3455A) and a Notice of Cancellation of Child Care Payments (form IL444-4178) will be issued at the time the case is approved. This is to ensure that parents/guardians and child care providers are aware that assistance will end after the first three months without an eligible activity.

Please contact your local CCR&R with any questions regarding this initiative.

**Kisha D. Davis, Chief  
Bureau of Subsidy Management**