

Helping Families Access Quality Care and Education: Provider Guide for Applying for CCDF Assistance

Continued Support for Build, Learn, Grow Scholarship Families

As Build, Learn, Grow scholarships come to an end, you can help ensure that hard-working families receiving 80% tuition assistance continue to have support for their child(ren)'s care. To support families' ability to continue working and staying in care, the Office of Early Childhood and Out-of-School Learning (OECOSL) is providing temporary CCDF eligibility for more than 8,000 enrolled families with incomes at or below [85% of state median income](#).

Providers should work with eligible families to complete and submit a basic application form on their behalf, which will then be reviewed and processed by local CCDF eligibility offices. Families must be currently enrolled in the Build, Learn, Grow scholarship program, including the summer scholarship program, and attending a participating early childhood or school-age program. CCDF eligibility will also extend to any other children under age 13 in the household.

The deadline to apply on behalf of families utilizing early childhood education scholarships is June 24, and the deadline to apply for families receiving summer scholarships is Aug. 5. Apply as soon as possible to avoid any gaps in families' coverage.

Learn more about this opportunity and view frequently asked questions [here](#).

Preparing to Apply on Behalf of Eligible Families

Identify eligible scholarship families.

To be eligible, families must be currently enrolled in the BLG Scholarship program, attending a program and have a [household income at or below 85% of State Median Income](#). You should have received an email with a link to a list of eligible families. If you need further assistance, contact the [SPARK Help Desk](#).

Inform and discuss the opportunity with eligible families.

Once you have identified eligible families in your program, you can begin informing them of their eligibility for CCDF assistance and discussing the timeline and requirements for applying. Reference the [webpage](#) or contact the [SPARK Help Desk](#) for additional support in addressing family questions or concerns.

Collect application information and documentation.

Once a family has confirmed their interest in receiving CCDF assistance, you will need to collect the information and documentation required for the application. These requirements are outlined here in this guide to assist you. While you may already have much of the information needed in your program records, there are additional required pieces of information and documentation that you'll need to collect from families.

Access the application and begin inputting information.

You are now ready to [complete the application](#). Keep in mind that you do not have to complete the full application at one time. You can save the application and come back as many times as you need, especially as you work to collect the required information and documentation. You may even want to proactively input the information you have for families first while you wait on families to provide other documentation.

Review and confirm application information with families.

Once you have completed the application, you will be asked to confirm the application information with the family. In this step, you will confirm that the family has reviewed the application and submit a Parent/Applicant Rights and Obligations form. You will need to either print and provide this form for families to sign or have them e-sign.

Submit

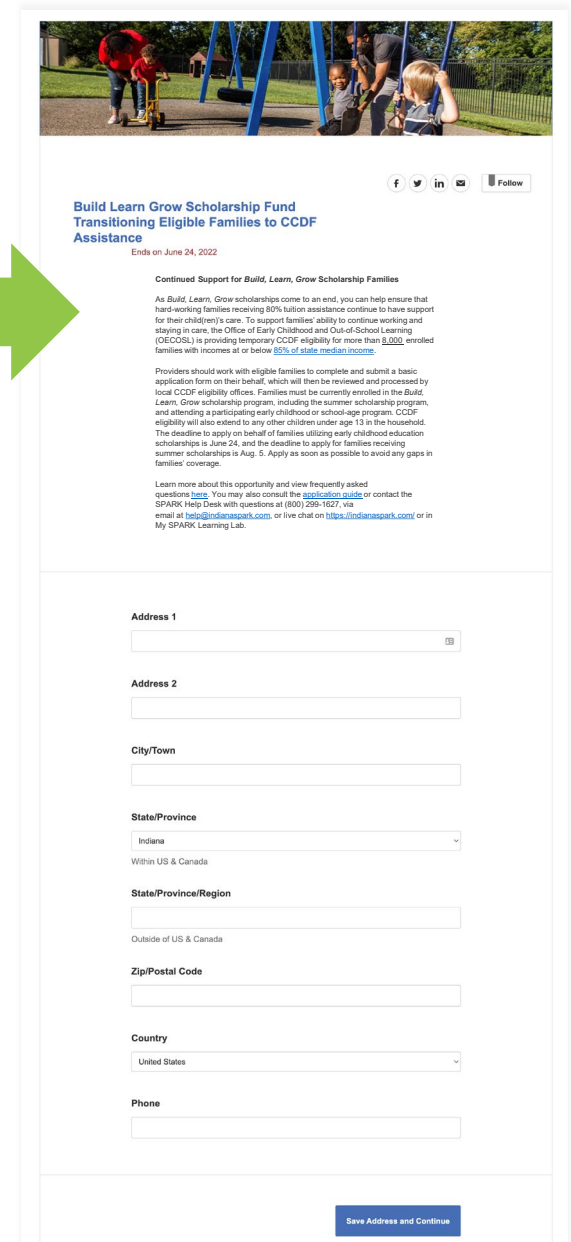
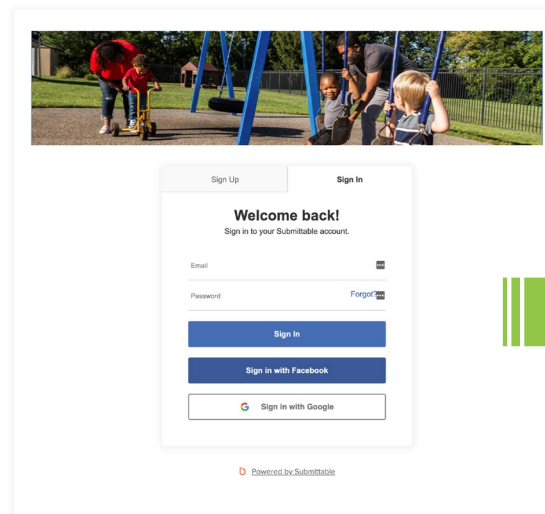
Once you submit the application, a CCDF eligibility office will contact the family about the status of their application within 10 business days. Upon approval, families will receive a 53-week CCDF voucher and you will be notified through the application portal.

Step 1: Log in and access the application.

To access the online application, visit [application portal](#) and log in using your Submittable credentials. Please note that these are the same credentials you have been using to submit scholarship applications and claims.

Once logged in, you will see a page containing information about the scholarship transition opportunity and be prompted to confirm or enter your address.

Click Save Address and Continue to proceed.



For questions and support, contact SPARK Learning Lab:

 help@indianaspark.com  1-800-299-1627

 Live chat on indianaspark.com or in My SPARK Learning Lab

Step 2: Enter applicant information.

The next section of the application asks for more in-depth information and documentation about the applicant. The applicant is the person applying for support on behalf of the child(ren) for whom they have physical custody. The applicant must be a person related to the eligible child by blood or law, or be their foster parent or other person standing in loco parentis (in the place of a parent).

Below are the required fields in this section. These fields are denoted by an asterisk in the form. All other fields are optional.

- First name, last name and middle initial
- Contact information (Email, phone and texting preferences)
- Home address
- Proof of residency (*e.g., a utility bill, pay stub or bank statement from the last six months with the applicant's name and address listed*)
- Date of birth
- Gender
- Family language(s)
- Household structure
- Employment information
- Information about the family's participation in other social benefits/services
- Confirmation that the applicant's household assets don't exceed \$1M

Primary Applicant Information

Applicant/Co-Applicant: A person who is applying for services on behalf of the child(ren) for which they have physical custody. The Applicant must be a person related to the eligible child by blood or law, or is their foster parent or other person standing in loco parentis (in the place of a parent). The Applicant and Co-Applicant must be age eighteen (18) unless the individual is married, an emancipated minor, or a minor parent.

Asterisks denote required application fields.


Applicant First Name *

Applicant Middle Initial

Limit: 1 characters

Applicant Last Name *

Applicant Phone Number *



Applicant Phone Type *

Home
 Cell
 Work

Does the CCDF office have permission to text the Applicant? *

Yes
 No

Applicant Email Address *

Applicant Email Type *

Personal
 Work or school

Applicant Address *

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Step 3: Enter income sources for the applicant.

In this section of the application, provide information about the applicant's income by source. For each income stream, report the monthly amount of income the applicant receives before taxes or deductions. If the applicant does not receive income from a source, enter "0" in that field. For each category that income is reported, upload documentation to confirm the income amount. Documents could be pay stubs, benefits statements, interest statements, etc., and must not be more than 60 days old.

For Self-Employed Applicants

Self-employed earned income is revenue received directly from an applicant's own business, trade or profession minus business expenses declared by applicant. Applicants must be able to demonstrate collection of revenue from self-employment if the business is more than eight (8) weeks old; however, an operating loss may be incurred and is reported as zero on the Statement of Profit and Loss Form. An applicant may be asked by the state to provide documentation of gross receipts and expenses.

Applicant Income Sources
List the applicant's monthly income for each source below. If they do not have income from that source, put 0.
Income from a co-applicant will be collected separately.

Applicant: Employment/Wages *

Applicant: Self-Employment/Wages *

Applicant: TANF Cash Assistance *

Applicant: Food Stamps/SNAP *

Applicant: Child Support *

Applicant: Housing Assistance Voucher *

Applicant: SSI or Other Federal Cash Program *

Applicant: Pension *

Applicant: Unemployment Insurance Benefit *

Applicant: Other Interest on Accounts, Trusts, etc. *

Applicant: Other (not counted) *

Applicant: Other State Funding *

Income Documentation *

[Choose File](#)

Select up to 20 files to attach. No files have been attached yet. You may add 20 more files.
Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff
Upload documentation to verify all forms of reported income. Documents must not be more than sixty (60) days old.
Examples: Pay stubs, benefits statements, interest statements...

Earned Income (Self-Employment)
Self-employed earned income is revenue received directly from an Applicant's own business, trade or profession minus business expenses declared by Applicant. Applicants must be able to demonstrate collection of revenue from self-employment, if the business is more than eight (8) weeks old; however, an operating loss may be incurred and is reported as zero on the Statement of Profit and Loss Form. An Applicant may be asked by the state to provide documentation of gross receipts and expenses.

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Step 4: Enter co-applicant information (if applicable).

Next, the application asks you to indicate whether there is a co-applicant to be added. A co-applicant is a second person who is applying for services on behalf of the child(ren) for whom they have physical custody. The co-applicant must be a person related to the eligible child by blood or law, or be their foster parent or other person standing in loco parentis (in the place of a parent). If there is a co-applicant, click yes and the form will expand for you to provide general and income information about that person.

By clicking yes, the form will expand to allow you to enter information about the co-applicant.

Is there a co-applicant? *

Yes
 No

Applicant/Co-Applicant: A person who is applying for services on behalf of the child(ren) for which they have physical custody. The Applicant must be a person related to the eligible child by blood or law, or is their foster parent or other person standing in loco parentis (in the place of a parent). The Applicant and Co-Applicant must be age eighteen (18) unless the individual is married, an emancipated minor, or a minor parent.

Co-Applicant Information


Co-Applicant First Name *

Co-Applicant Middle Initial

Limit: 1 characters

Co-Applicant Last Name *

Co-Applicant Phone Number *



Co-Applicant Phone Type *

Home
 Cell
 Work

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Step 5: Provide child information.

In the child information section, provide information for **all children** in a household under the age of 18. Start by providing information for Child 1.

Required fields in this section include:

- First name, last name and middle initial
- Date of birth
- Gender
- Citizen status
- Proof of citizenship (e.g., *birth certificate, certificate of naturalization, certificate of citizenship or valid unexpired U.S. passport.*)
- Verification of child care service need
- Child relationship to applicant
- Child participation in social benefits/services

After inputting information for each child, the application asks if there are any additional children living in the household. Select “Yes” until all children in the household under the age of 18 are entered.

Child Information

Enter information for every child in the household under the age of 18.

Note that to be eligible for scholarship transition assistance, children must be currently enrolled in the *Build, Learn, Grow* Scholarship program, attending an early childhood or school-age program and reside in a household with household [income at or below 85% of State Median Income](#). If awarded, CCDF eligibility will also extend to any other children under age 13 in the household.

Child 1: First Name *

Child 2: Middle Initial

Limit: 1 characters

Child 1: Last Name *

Child 1: Date of Birth *

Child 1: Gender *

Male
 Female

Child 1: Ethnicity

Hispanic
 Not Hispanic
 Prefer Not to Say

Child 1: Race

American Indian/Alaska Native
 Asian
 Black/African American
 Native Hawaiian/Pacific Islander
 White/Caucasian
 Prefer Not to Say

Is child 1 a Citizen, Qualified Alien, or neither? *

Citizen
 Qualified Alien
 Neither

Child 1: Proof of Citizenship *

Upload a file. No files have been attached yet.
Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff
Upload documentation to verify a child is a citizen of the United States or a qualified legal alien.

Step 6: Submit Parent/Applicant's Rights and Obligations and acknowledgements.

Finally, the application asks you to review and confirm with the family that they understand what they are applying for and the information you have entered is correct. Do this by entering your initials.

Additionally, as part of this step, the family must sign a [Parent/Applicant Rights and Obligations](#) document. You may download and print this form for the family to sign. Once signed, upload the form to the application.

Parent's / Applicant's Rights and Obligations

Applicant's must view and read the Parent's/Applicant's Rights and Obligations document prior to submitting this form. [Click here](#) to view.

Providers should print and provide the form to applicant's to sign, and then upload the signed form below.

Applicant Acknowledgement *

Initial to affirm that the applicant has reviewed the Parent's / Applicant's Rights and Obligations document

Upload Parent's / Applicant's Rights and Obligations *

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Upload signed document

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Step 7: Enter submitter information.

Next, the application asks for basic information about the person submitting the application. Enter your first and last name, professional role and program name.

Finally, before submitting, attest that you are an authorized representative of the program and that all provided information is correct to the best of your understanding.

Submitter Information

As the person completing and submitting this form, please enter your information.

Asterisks denote required application fields.

Submitter Name *

First Name

Last Name

Submitter Roll *

Program Name *

I am an authorized representative of my program to submit this form, and all provided information is accurate to the best of my knowledge. *

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Step 8: Repeat the process for all other eligible and interested families.

Repeat steps 1-7 for all other eligible families. You can view all unsubmitted and submitted family applications in the system.

The system will provide you with updates as families' applications are processed, letting you know whether they were accepted or declined. If a family's application is declined and they believe there was an error on their application, you may resubmit an application on their behalf until the application deadline.

All Submissions	Active	Accepted	Declined	Withdrawn	Saved Drafts	Collaborations	
Early Learning Indiana					Build Learn Grow Scholarship Fund Transiti...	No Deadline	Continue Delete
Early Learning Indiana					Build Learn Grow Transition to CCDF - OLD	No Deadline	Continue Delete

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