

When Applying for CCCAP!

When applying for CCCAP, you may apply online or in person at your assigned facility. You will be asked what our schools License Number on your application is, it is **#1609502**. At this time, we are currently setup with Jefferson and Denver County. If you live in a different county and wish to apply, please do so. The setup process can take up to 6 months. In addition, Mountain Phoenix is not responsible for your eligibility that is up to Jefferson County or the County of your residence.

The application process can take between 45 to 60 DAYS depending if you apply in person or online. This also includes any additional verification that is needed from you by your caseworker. If verification is needed, you have up to 15 DAYS to submit. If you have missed the 15 day deadline, you may have to reapply. It is imperative you stay informed with all communication that is received from the assigned caseworker to proceed with the next steps. We wouldn't want to have you start all over with the application process again which would be no FUN!

We ask for you to reach out to your child's school and verify what payments are needed **before** the application process. Since it takes time to find out if you qualify, we want you to be aware a payment will need to be made before your child can start. Once you have been accepted for CCCAP, you will receive a welcome email from the Colorado Department of Human Services for the Attendance Tracking System (ATS) requesting to set up a PIN. The link to set up your PIN will expire after 24 hrs. In addition to using the ATS, you must sign in and out your children daily to avoid additional costs to your family and so Mountain Phoenix can get paid. To access the ATS during school hours, you will log-in and out on the computer provided in our Eurythmy room. For other questions regarding CCCAP and the Attendance Tracking System, please reach out to Ashley Bernier for any questions at ashley.bernier@jeffco.k12.co.us.

We hope this information is helpful for you and your family of what is expected during the application process, visit below for more information!

Jefferson County -This link is for applying and for contact information:

<https://www.jeffco.us/2495/Child-Care-Assistance>.

This link is the application packet with eligibility requirements and more:

<https://www.jeffco.us/DocumentCenter/View/18844/CCAP-Application-Packet---English?bidId=>