

CCAP Application Overview

- Please note that the application will be easiest to complete on a Chromebook or laptop and takes approximately 2-3 minutes to load on a computer. Completing the application on a phone may be challenging.
- Before beginning the CCAP application, gather the required supporting documents as outlined below. Please reference the tips on our website on how to save the files to upload them as attachments as indicated at the bottom of this page.
- Additionally, gather contact information for your employer(s), your child(ren)'s social security numbers, etc.
- Some sections will automatically require a response based on your answers throughout the application. If the section does not apply, please write "NA." You will notice this in three locations:
 - **Work/School Schedule** (pages 3-6) – all days of the week are required for completion and whether your schedule varies. If you do not work on a specific day or your schedule does not vary, please write "NA."
 - **Child Day Care Schedule** (pages 8-9) – all days of the week are required for completion. Type "NA" for days you do not need care.
 - **Monthly Income Summary** (page 10) – Type "NA" or "\$0" for any sections that do not apply to your family
- Portions of pages 8-9 will be completed by the Boys & Girls Club (for example, provider number). Any sections that the parent is not responsible for will not be accessible.
- Pages 11-13 will be completed by the Boys & Girls Club. The only requirement for parents is to click the name field in the top right corner of each of these pages.
- If you have more than 2 jobs or more than 4 children, please email ccap@bgcelgin.org to request additional separate pages for your application. This format will not allow you to add more children to the application with the Add or Remove buttons.
- The application format removes access to blue links throughout the form. Please visit our enrollment page for easy access to the links for more information.
- **If one or both parents/guardians in the household are unemployed and not in a school program, please exit this application and access the Program Fees Determination Form on our website instead.**

First Step: Upload Supporting Documents

For parents/guardians that are working, at least one of the following is attached to verify your employment and the employment of everyone listed in your family size that is 21 years of age or older:

- Copies of your last two current, consecutive paycheck stubs
- If you have not been working long enough to get two paychecks, attach a letter from your employer or an employment verification form listing the following:
 - The date you started working
 - The amount of money you are paid
 - Your typical work schedule, including the total number of hours you work per week
 - Your employer's address and phone number
 - Your employer's signature
- If you are self-employed, submit verification of your self-employment, which can include the following:
 - A copy of your most recent Federal Income Tax Return (IRS 1040) and all schedules and attachments
 - A copy of your quarterly estimated taxes
 - A listing of all business income and expenses for the last 30 days

For parents/guardians that are not working but in school, attach both of the following:

- Copies of your official school schedule
- Copies of your most recent report card showing your grade point average (GPA)

Parent #1 Attachments:

Parent #2 Attachments (If applicable):