



# COVID-19 PRIORITIZED ESSENTIAL WORKERS CHILD CARE APPLICATION

During the declared COVID-19 Public Health Emergency, the children of Prioritized Essential Workers are eligible to receive child care through the Illinois Department of Human Services (IDHS) Child Care Assistance Program (CCAP). Prioritized Essential Workers include those working in Health Care, Human Services, essential Government services (e.g. Corrections, law enforcement, fire department), and essential Infrastructure. If you have any questions about your eligibility, please contact your Child Care Resource and Referral Agency (CCR&R). To find your local CCR&R, please visit: <https://www.inccrra.org/about/sdasearch>. Instructions on completing this form can be found beginning on page 4.

PLEASE TYPE OR PRINT CLEARLY IN BLUE OR BLACK INK. If a question does not apply, please write "n/a" in the box – **do not leave any field blank.**

| <b>SECTION 1 – APPLICANT INFORMATION</b>  |  |  |   |                            |
|---|--|--|---|----------------------------|
| <i>The applicant must meet the definition of a Prioritized Essential Worker in order to be determined eligible.</i>   |  |  |   |                            |
| First Name  |  | Last Name  |   | Date of Birth (mm/dd/yyyy) |
| Home Address  |  | Apt #  | City  | State      Zip Code        |
| Mailing Address <input type="checkbox"/> Same as above  |  | Apt #  | City  | State      Zip Code        |
| County of Residence   |  | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female   | Primary language spoken in the home:<br><input type="checkbox"/> English <input type="checkbox"/> Other (list): _____<br><input type="checkbox"/> Spanish |                            |
| Telephone Number      Type<br><input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other  |  | Email Address  |   |                            |
| <b>SECTION 2 – OTHER PARENT/GUARDIAN INFORMATION</b>  |  |  |   |                            |
| <i>This section must be completed if the other parent/guardian is living in the same home as the applicant and child(ren).</i>  |  |  |   |                            |
| First Name  |  | Last Name  |   | Date of Birth (mm/dd/yyyy) |
| Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female   | Telephone Number      Type<br><input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other |  | Email Address   |                            |
| <b>SECTION 3 – WORK INFORMATION</b>   |  |  |   |                            |
| <i>To qualify, each parent/guardian in the home must be an essential worker unable to work remotely. The applicant must meet the definition of a Prioritized Essential Worker. Please submit documentation as proof of each parent/guardian's employment status along with this application. Acceptable documentation includes a pay stub within the past 30 days or a letter from your employer. If submitting a letter from your employer, please have them list 1) the company name; 2) your job title; 3) standard working hours; and, 4) your salary and frequency of pay (e.g. weekly, biweekly).</i> |  |  |   |                            |
| <b>Applicant Work Information</b>   |  |  |   |                            |
| Employer/Company Name   |  | Industry Type<br><input type="checkbox"/> Health Care <input type="checkbox"/> Human Services<br><input type="checkbox"/> Government <input type="checkbox"/> Infrastructure |   | Job Title                  |
| Address   |  | City   |   | State      Zip Code        |
| Work Telephone Number:  |  |  |   |                            |
| <b>Other Parent/Guardian Work Information</b>   |  |  |   |                            |
| Employer/Company Name   |  | Job Title  |   | Work Telephone Number      |
| Address   |  | City   |   | State      Zip Code        |
| Does this individual have the option to work from home?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  | If yes, please explain why child care is needed.   |   |                            |



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## SECTION 4 – REQUESTED CHILD CARE SCHEDULE

Identify below the days and hours that child care is needed. Only the times that both parents are working (including travel time to and from work) should be listed in this section.

|      | MON  | TUES   | WED  | THURS  | FRI  | SAT  | SUN  |
|------|--|--|--|--|--|--|--|
| FROM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |
| TO   | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |

## SECTION 5 – CHILD INFORMATION

Please complete the section below for each child in need of child care from an Emergency Child Care provider.

### Child 1

|                  |           |               |  |  |
|------------------|-----------|---------------|--|--|
| Child First Name | Last Name | Date of Birth | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | US Citizen?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|------------------|-----------|---------------|--|--|

Ethnic Origin (check all that apply)

- White       Hispanic or Latino       American Indian or Alaskan Native       Other  
 Black or African American       Asian       Native Hawaiian or Pacific Islander

### Child 2

|                  |           |               |  |  |
|------------------|-----------|---------------|--|--|
| Child First Name | Last Name | Date of Birth | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | US Citizen?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|------------------|-----------|---------------|--|--|

Ethnic Origin (check all that apply)

- White       Hispanic or Latino       American Indian or Alaskan Native       Other  
 Black or African American       Asian       Native Hawaiian or Pacific Islander

### Child 3

|                  |           |               |  |  |
|------------------|-----------|---------------|--|--|
| Child First Name | Last Name | Date of Birth | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | US Citizen?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|------------------|-----------|---------------|--|--|

Ethnic Origin (check all that apply)

- White       Hispanic or Latino       American Indian or Alaskan Native       Other  
 Black or African American       Asian       Native Hawaiian or Pacific Islander

### Child 4

|                  |           |               |  |  |
|------------------|-----------|---------------|--|--|
| Child First Name | Last Name | Date of Birth | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | US Citizen?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|------------------|-----------|---------------|--|--|

Ethnic Origin (check all that apply)

- White       Hispanic or Latino       American Indian or Alaskan Native       Other  
 Black or African American       Asian       Native Hawaiian or Pacific Islander

### Child 5

|                  |           |               |  |  |
|------------------|-----------|---------------|--|--|
| Child First Name | Last Name | Date of Birth | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | US Citizen?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|------------------|-----------|---------------|--|--|

Ethnic Origin (check all that apply)

- White       Hispanic or Latino       American Indian or Alaskan Native       Other  
 Black or African American       Asian       Native Hawaiian or Pacific Islander

## SECTION 6 – CHILD CARE PROVIDER INFORMATION

|                           |   |                               |  |
|---------------------------|---|-------------------------------|--|
| 15-digit CCMS Provider ID | Provider Type<br><input type="checkbox"/> Licensed center <input type="checkbox"/> License exempt center<br><input type="checkbox"/> Licensed home <input type="checkbox"/> License exempt home |                               |  |
| First Name                | Last Name   | Date of Birth                 |  |
| Corporate Name            | Doing Business As (DBA)   | DCFS Emerg. Child Care Lic. # |  |



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|  |               |      |                      |          |
|--|---------------|------|----------------------|----------|
| Service Address                        | Apt #         | City | State                | Zip Code |
| Telephone Number                       | Email Address |      | Date Care will Begin |          |
| Provider's relationship to child(ren): |               |      |                      |          |

### SECTION 7 – APPLICATION AUTHORIZATION

I have provided all required information. After reading each of the following statements, I certify that:

- I am responsible for the selection of the child care provider(s) for my child(ren).
- I understand that I must be working as a Prioritized Essential Worker, defined as working in Health Care, Human Services, essential Government services (e.g. Corrections, law enforcement, fire department), or essential Infrastructure (e.g. utility maintenance, construction, airport operations) to be determined eligible to receive child care benefits at this time.
- I understand that if there is another parent or guardian in the home, they must be identified as an essential worker by their company and required to work outside of the time in order to be determined eligible to receive child care benefits at this time.
- The information provided will be disclosed only for administrative purposes and that I may be required to verify the information that I have provided.
- I declare under penalty of perjury that I have read all statements on this form and the information I give is true, correct, and complete to the best of my knowledge. I understand that giving false information or failing to provide correct information can also result in an overpayment which I will have to pay back and could result in my prosecution for fraud.

**My signature is my consent and authorization for information to be released by or to the Illinois Department of Human Services or its agents that may establish my eligibility, or my continued eligibility for the Child Care Assistance Program.**

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit your completed application to your local CCR&R, along with any necessary supporting documentation. Please keep a copy of your submitted application for your records. To find your local CCR&R, please visit: <https://www.inccrra.org/about/sdasearch>.**



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## APPLICATION INSTRUCTIONS

**IDHS is offering child care assistance as a support to the priority essential workers that do not have the option to work remotely. This service should be treated as an option of last resort. If at all possible, it is best for your children to remain at home and practice social distancing during the COVID pandemic.**

Prioritized Essential Workers include those working in Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions (including Corrections, law enforcement, fire department), and Essential Infrastructure. See below for a detailed explanation of these jobs. If you have any questions about your work status, email [GOV.OECD@illinois.gov](mailto:GOV.OECD@illinois.gov) or go to <https://www2.illinois.gov/Pages/news-item.aspx?ReleaseID=21288>

**Emergency child care services are provided in accordance with the most recent IDPH and CDC guidance.**

### SECTION 1 – PARENT/GUARDIAN INFORMATION

**Note: In a 2-parent family, both parents must be employed and working outside of the home. The parent listed as the first parent on the application must be as Prioritized Essential Worker working outside of the home during the time care is requested to be approved for CCAP. Both parents must supply documentation that verifies their worker status (pay stub, letter from employer...)**

- Enter the parent’s first name, last name and date of birth.
- Enter the address where the family is living.
- Enter the mailing address where forms and notices can be mailed to the family.
  - If it the same as the Home Address, mark the “SAME AS ABOVE” box.
- Enter the county that the Home Address is in.
- Mark “Male” or “Female” for the gender of the parent.
- Mark the primary language spoken by the parent.
  - Some forms and notices can be printed in Spanish.
- Enter the best phone number to reach the parent and indicate the type of phones (home, cell or other).
- Provide the best email address where information may be sent to the parent.

### SECTION 2 – OTHER PARENT/GUARDIAN INFORMATION

**If there is not a second parent or guardian living in the home with the applicant and child(ren), please write “N/A” in this section.**

- Enter the other parent’s first name, last name and date of birth.
- Mark “Male” or “Female” for the gender of the other parent.



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- Enter the best phone number to reach the other parent and indicate the type of phones (home, cell or other).
- Provide the best email address where information may be sent to the other parent.

## **SECTION 3 – WORK INFORMATION**

**NOTE: Each parent listed on the application must submit proof that they are working as a Prioritized Essential (first parent) Worker or an Essential Worker (2nd parent) outside of the home. This can include pay stubs and/or a note from the employer.**

### **Applicant Work Information:**

- Enter the name of the parent’s current employer.
- Mark the industry type of the parent’s employment.
  - For example, if they are working as a custodian at a hospital, the IndustryType would be Health Care. If the parent is employed as a police officer, fire fighter or paramedic, the IndustryType would be “Government Services”.
  - A more detailed explanation of jobs in these industry types can be found below and at this web site <https://www2.illinois.gov/Pages/news-item.aspx?ReleaseID=21288>
- Enter the parent’s job title (police officer, correction officer, nurse...).
- Enter the address of the parent’s employer.
  - Prioritized Essential or Essential Workers (2nd parent) Workers who are working remotely from home will not qualify for CCAP at this time.
- Enter a phone number that we can reach the parent’s employer at.
  - This is not the parent’s direct work phone number. The employer’s main phone number or the supervisor’s phone number should be used.

### **Other Parent/Guardian Work Information:**

- Enter the name of the 2nd parent’s current employer.
- Enter the 2nd parent’s job title (cashier, delivery truck driver, nurse).
- Enter a phone number that we can reach the 2nd parent’s employer at.
  - This is not the 2nd parent’s direct work phone number. The employer’s main phone number or the supervisor’s phone number should be used.
- Enter the address of the parent’s employer.
- Please confirm whether the 2nd parent has the option to work from home by checking either “Yes” or “No.” If “Yes” is checked, please explain why you are seeking child care at this time.
  - Prioritized Essential or Essential Workers (2nd parent) Workers who are working remotely from home will not qualify for CCAP at this time.



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## SECTION 4 – REQUESTED CHILD CARE SCHEDULE

- Please fill in the chart with the days and times for which you are requesting child care. Be sure to account for any travel time to and from work in your schedule request. Child care will be approved for days and hours when both parents, when applicable, are working.
  - This will determine the number of full time days (5 hour or more) and Part Time days (fewer than 5 hour) are approved each week.
- Enter the start time that child care is needed in the “From” row. Check AM or PM as appropriate.
- Enter the end time that child care is needed in the to “To” row. Check AM or PM as appropriate.
- If you do not need child care on a particular day of the week, leave that day blank.

## SECTION 5 – CHILD INFORMATION

- Enter all information for all children needing assistance through CCAP that are in care of the provider listed in Section 4.
  - **Children must be younger than 13, or younger than 18 with a special need, to be eligible for the Child Care Assistance Program.**
  - **Citizenship, immigration status and Ethnic Origin of the child's parent cannot be considered and will not impact the child's eligibility determination. Eligibility will not be denied based on a child's citizenship status**

## Section 6 – CHILD CARE PROVIDER INFORMATION

**Note: If you have never been approved for the Child Care Assistance Program as a child care provider, the local CCR&R will contact you for information and will send you forms that are required to be paid.**

**Individuals must have cleared Background check results on file with DCFS to be approved as a CCAP provider at this time.**

**Certification of SSNs or FEIN through a W-9 process is required for the State to issue payments.**

- Enter the Provider’s 15-digit CCMS Provider ID.
  - This number is assigned to providers when they are approved the first time for CCAP and would appear on all Approval Notices and monthly Child Care Certificates used for billing.
  - If you do not have a CCMS Provider ID Number, leave this box blank.
    - The CCR&R will contact you for needed information and documents.
- Mark the type of provider.
  - Home providers who were licensed by IDCFS but are under current suspension due to COVID-19 should mark “licensed home”.
  - You will continue to receive the licensed home daily rate for CCAP children, plus any add-on rates that apply for the month of services billed.
  - All home providers are limited to 6 children in care at any one time, including the providers own children younger than 13 that live in the home, regardless of what the license capacity was.



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- Enter the name of the child care provider if they are a licensed or license-exempt home.
- For child care centers, enter the corporate name of the center.
- If a home provider has been approved for CCAP under a Doing Business As name, please enter it in the DBA box.
- Center providers must enter their DCFS Emergency Child Care License number to be approved for CCAP at this time.
- Enter the address where care is being provided.
- Enter a telephone number and email address that the provider can be reached at.
- Enter the date the care began or will begin if in the future.

## **SECTION 7 – APPLICATION AUTHORIZATION**

- Parents must read the Application Authorization and sign and date the form.

## **CATEGORIES OF PRIORITIZED ESSENTIAL WORKERS.**

### **Essential Government Functions:**

All services provided by state and local governments needed to ensure the continuing operation of the government agencies and provide for the health, safety and welfare of the public.

**Healthcare and Public Health Operations:** Working at hospitals; clinics; dental offices; pharmacies; public health entities; healthcare manufacturers and suppliers; blood banks; medical cannabis facilities; reproductive health care providers; eye care centers; home healthcare services providers; mental health and substance use providers; ancillary healthcare services — including veterinary care and excluding fitness and exercise gyms, spas, salons, barber shops, tattoo parlors, and similar facilities.

**Human Services Operations:** any provider funded by DHS, DCFS or Medicaid; long-term care facilities; home-based and residential settings for adults, seniors, children, and/or people with disabilities or mental illness; transitional facilities; field offices for food, cash assistance, medical coverage, child care, vocational services or rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, and social services and other necessities of life for needy individuals — excluding day care centers, day care homes, group day care homes and day care centers licensed as specified in Section 12(s) of the order.

**Essential Infrastructure:** Working in food production, distribution and sale; construction; building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, and gas; electrical; distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems.