

*******ATTENTION*******

Your COMPLETED Re-determination packet
is DUE by _____!

Pay stubs received during the month of

are due with your re-determination.

We have 10 days to process it from the date it is received.

You risk a **break in care** if the packet is turned in after the 15th, if it is not complete or if verifications are missing.

Please pay close attention to all requested information listed on page 1 of the Re-determination packet.

Intentional Blank Page



DEPARTMENT OF HUMAN SERVICES

Child Care Assistance Program

1501 Blue Spruce Drive
Fort Collins, CO 80524
(970) 498-6300
Fax: (970) 498-7987
CCAP@larimer.org

Dear CCAP Participant,

It is time to complete your **12-month re-determination**. Include the following items:

- **Employment Income Verification**: copies of all adult household members' pay stubs from the past month.
Submit the County Employer Letter enclosed or a letter from your employer, on letterhead, indicating your start date, your wages, pay periods and work schedule (including the total number of hours worked per week).
Self-employed Clients: provide self employment packets, copies of your total business earnings and your expenses, with all receipts for the expenses, for the last month.
- **Documentation of Other Household Income**
- **Child Support Documentation**
- **Students**: include a copy of your **current class schedule**
- **Verification of the Citizenship status of the children you are requesting care for.**
One of the items listed below
 - Birth Certificate
 - Possession of a U.S. passport
 - Certificate of Naturalization
 - A certificate of U.S. citizenship
 - Certificate of birth abroad of a citizen of the United States
 - Identification cards of U.S. citizens
- **Verification of Identity for Parents in the Household.**
 - Official Picture Identification

In order to complete the 12-month redetermination, complete, sign and return the following forms enclosed:

- Client Responsibilities Agreement Unrelated Individual Questionnaire
- Re-determination Packet

- **Verifications of County Residency.**
Parents must provide one proof of county residency (example: rent receipt/lease, mortgage statement, utility or other bill mailed no more than two months previously, voter registration, and automobile registration).

If you need any additional forms contact your child care technician at (970) 498-6300, option 4.

***** All forms must be completed and returned, even if they do not apply to your household. Failure to complete and return all forms will result in case closure.**

*****COMPLETE ALL FORMS IN BLUE OR BLACK INK *****

Intentional Blank Page

**COLORADO DEPARTMENT OF HUMAN SERVICES
CHILD CARE ASSISTANCE PROGRAM**

RE-DETERMINATION OF ELIGIBILITY FORM

You received this form so the County Department of Social/Human Services can update your eligibility for child care assistance. Please note that failure to complete a re-determination and to supply required documentation will result in the discontinuation of your child care benefits.

All items marked with an * on this re-determination form MUST be completed.

Please complete and return this form as soon as you receive it. If we do not receive this form and all verification by _____ your child care arrangements will be terminated by _____ [Volume 3, Section 3.921].

Section 1:

Date*: _____

Primary Adult Caretaker Name*: _____ Case #: _____

Residence Address*: _____

Primary Phone*: _____ Secondary Phone: _____

Emergency Contact Name: _____ Phone: _____

Has your residence address changed*? Yes No

If Yes, your new residence address is: _____

Do Any of the following apply to your current living situation?	<input type="checkbox"/> Living in hotel or motel	<input type="checkbox"/> Living in campground	<input type="checkbox"/> Living in shelter	<input type="checkbox"/> Living in substandard housing such as car, park, etc.
	<input type="checkbox"/> Have a temporary living situation (please explain)		Date living situation began: _____/_____/_____	
			Anticipated end date: _____/_____/_____	

Section 2:

EMPLOYMENT* (include the last thirty (30) days of pay stubs for verification)

Primary adult caretaker's name*: _____

1. Are you working*?

Yes If Yes, where? _____ Phone _____

How often are you paid? _____

No If no, when did you stop working (date)? _____

2. Do you have a second job*?

Yes If Yes, where? _____ Phone _____

How often are you paid? _____

No

3. Do you have a new job*? (Attach employment verification letter from employer)

Yes If Yes, fill in the following: Start Date _____

No Employer's name _____ Phone _____

*Is the new job in addition to the old job? Yes No

4. Are there two adult caretakers in your home*? (If you are a teen parent do not include your parents)

_____ Yes _____ No **If Yes, answer questions 5 - 7**

Second adult caretaker's name*: _____

5. Is he/she working*?

___ Yes If Yes, where? _____ Phone _____

How often are you paid? _____

___ No If no, when did you stop working (date)? _____

6. Does he/she have a second job*?

___ Yes If Yes, where? _____ Phone _____

How often are you paid? _____

___ No

7. Does he/she have a new job*? (Attach employment verification letter from employer)

___ Yes If Yes, fill in the following: Start Date _____

___ No Employer's name _____ Phone _____

*Is the new job in addition to the old job? ___ Yes ___ No

Section 3:

EDUCATION/TRAINING*

Primary adult caretaker name*: _____

8. Are you in training*? ___ Yes ___ No Where? _____

Are you in school*? ___ Yes ___ No Where? _____

Second adult caretaker name* (If applicable): _____

9. Are you in training*? ___ Yes ___ No Where? _____

Are you in school*? ___ Yes ___ No Where? _____

Section 4:

JOB SEARCH/DISABILITY*

*Primary adult caretaker name: _____

10. Are you looking for a job*? ___ Yes ___ No If yes, start date? _____

Are you disabled*? ___ Yes ___ No If yes, start date? _____

If yes, is the disability ___ permanent or ___ temporary? If temporary, end date? _____

Are you on maternity leave*? ___ Yes ___ No If yes, start date? _____

If yes, expected end date? _____

Second adult caretaker name* (If applicable): _____

11. Is he/she looking for a job*? ___ Yes ___ No If yes, start date? _____

Is he/she disabled*? ___ Yes ___ No If yes, start date? _____

If yes, is the disability ___ permanent or ___ temporary? If temporary, end date? _____

Is he/she on maternity leave*? ___ Yes ___ No If yes, start date? _____

If yes, expected end date? _____

Section 5:

HOUSEHOLD INFORMATION*

List ALL people in your household:

Last Name, First Name, Middle Initial*	How related to you*?	Gender* M/F	Date of Birth*	Children's Immunization information*: (codes below)
	SELF			

Immunization record codes: **IM:** Child Immunized **ME:** Medical Exemption **RE:** Religious Exemption **OT:** Other (explain)

Are any of the people listed above new to your household*? Yes No

If yes, complete the following information:

Newly added adults* (If applicable) use additional paper if necessary and include all requested information

Date Entered Home*	Last Name, First Name*	Social Security Number (optional)	Military Status	Marital Status (see codes below)	Hispanic or Latino (Y/N)	Race(s) List all that apply, (see codes below)
			<input type="checkbox"/> Active Military (serving full time) <input type="checkbox"/> Military Reserves <input type="checkbox"/> National Guard			
			<input type="checkbox"/> Active Military (serving full time) <input type="checkbox"/> Military Reserves <input type="checkbox"/> National Guard			

Race codes (use all that apply): **A**-Asian, **B**-Black/African American, **H**- Hispanic I: American Indian/Alaska Native **P**-Native Hawaiian/Other Pacific Islander, **W**-White

Marital Status Codes: **D**-Divorced, **M**-Married, **S**-Single, **P**-Separated, **W**-Widowed

Newly added dependents/children* (If applicable)

Date Entered Home*	Last Name, First Name*	Social Security Number (Optional)	Hispanic or Latino (Y/N)	Race(s) (List all that apply, see codes below)	Care needed for this child*? (Y/N)	Disabled child*? (Y/N)	Date of Birth*	Immunization information*: (codes below)

If this child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment? Yes
 No

If this child is not receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act? Yes
 No

Name of Parent(s) outside of household who may have duty for child support:
Last: _____ First: _____

Date Entered Home*	Last Name, First Name*	Social Security Number (Optional)	Hispanic or Latino (Y/N)	Race(s) (List all that apply, see codes below)	Care needed for this child*? (Y/N)	Disabled child*? (Y/N)	Date of Birth*	Immunization information*: (codes below)

If this child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment? Yes
 No

If this child is not receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act? Yes
 No

Name of Parent(s) outside of household who may have duty for child support:
Last: _____ First: _____

Date Entered Home*	Last Name, First Name*	Social Security Number (Optional)	Hispanic or Latino (Y/N)	Race(s) (List all that apply, see codes below)	Care needed for this child*? (Y/N)	Disabled child*? (Y/N)	Date of Birth*	Immunization information*: (codes below)

If this child is receiving Medicaid, are you interested in a referral to a developmental screening for this child through Early and Periodic Screening Diagnosis and Treatment? Yes
 No

If this child is not receiving Medicaid, are you interested in a referral to a developmental screening for this child through Part B or C of the Individuals with Disabilities Education Act? Yes
 No

Name of Parent(s) outside of household who may have duty for child support:
Last: _____ First: _____

Race codes (use all that apply): A-Asian, B-Black/African American, H- Hispanic I: American Indian/Alaska Native P-Native Hawaiian/Other Pacific Islander, W-White

Immunization record codes IM: Child Immunized ME: Medical Exemption RE: Religious Exemption OT: Other (explain)

Are any of the children listed above not U.S. citizens*? ___ Yes ___ No If yes, please provide the following:

Child's name*	Date of Birth*	Alien Registration Information*
		A
		A

Are any of the children listed above a part of a Joint Custody or Foster Custody Arrangement?

___ Yes ___ No If yes, please provide the following:

Child's name*	Joint Custody or Foster Custody?	Date Moved into custody arrangement
	<input type="checkbox"/> Joint Custody <input type="checkbox"/> Foster Custody	
	<input type="checkbox"/> Joint Custody <input type="checkbox"/> Foster Custody	

Has anyone left your household*? Yes No If yes, please provide the following:

Name*	Date left*	Reason for Leaving*

Section 6:

Other Benefit Program Information

Do you or anyone else in your household receive benefits from or participate in any of the following programs?		If no, would you like to receive more information?
Colorado Works/TANF cash assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Head Start/Early Head Start	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Low-Income Energy Assistance (LEAP)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Assistance (SNAP)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women, Infants and Children (WIC) Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child and Adult Care Food Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medicaid/CHP+ Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Housing voucher or cash assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Refugee Medical Assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individuals with Disabilities Education (IDEA) Services Part B (3-5yrs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individuals with Disabilities Education (IDEA) Services Part C (0-3yrs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Old Age Pension	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (please explain): _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 7:

EMPLOYMENT OR EDUCATION/TRAINING SCHEDULE(S)*

Please fill in your employment or education/training schedule. If there are two adult caretakers in your household, fill in schedules for both adult caretakers. If you have more than one job, please be sure to include schedules for all employment.

Example: Schedule: Hours:	Mon. (am/pm) 8:00 - 5:00 9	Tues. (am/pm) 8:00 - 3:00 7	Weds. (am/pm) 8:00 - 5:00 9	Thurs. (am/pm) 8:00 - 3:00 7	Fri. (am/pm) 8:00 - 5:00 9	Sat. 0 0	Sun. 0 0
MY SCHEDULE*	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Work*							
# Hours*							
Education/Training*							
# Hours*							
2ND ADULT CARETAKER*	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Work*							
# Hours*							
Education/Training*							
# Hours*							

If your schedule varies please explain: _____

Section 8:

CHILDREN'S SCHEDULE(S)*

Please fill in each child's schedule. Please indicate when you plan to have your child in care each day for each provider used (if more than one). Note that care will be approved based on eligibility and please attach a copy of each school-aged child's school calendar/schedule.

Child's Name*:						Effective Begin Date*:	Effective End Date:
Provider Name and License #*:							
Provider Address*:							
Example: Schedule: Hours:	<i>Mon. (am/pm)</i> 8:00 - 5:00 9	<i>Tues. (am/pm)</i> 8:00 - 3:00 7	<i>Weds. (am/pm)</i> 8:00 - 5:00 9	<i>Thurs. (am/pm)</i> 8:00 - 3:00 7	<i>Fri. (am/pm)</i> 8:00 - 5:00 9	Sat. 0 0	Sun. 0 0
Day	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Schedule*							
# Hours*							
Is this child enrolled in a Head Start/Early Head Start Program? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, what is their enrollment start date and end date? Start: / / End: / /							

CHILDREN'S SCHEDULE(S)*

Please fill in each child's schedule. Please indicate when you plan to have your child in care each day for each provider used (if more than one). Note that care will be approved based on eligibility and please attach a copy of each school-aged child's school calendar/schedule.

Child's Name*:						Effective Begin Date*:	Effective End Date:
Provider Name and License #*:							
Provider Address*:							
Example: Schedule: Hours:	<i>Mon. (am/pm)</i> 8:00 - 5:00 9	<i>Tues. (am/pm)</i> 8:00 - 3:00 7	<i>Weds. (am/pm)</i> 8:00 - 5:00 9	<i>Thurs. (am/pm)</i> 8:00 - 3:00 7	<i>Fri. (am/pm)</i> 8:00 - 5:00 9	Sat. 0 0	Sun. 0 0
Day	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Schedule*							
# Hours*							
Is this child enrolled in a Head Start/Early Head Start Program? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, what is their enrollment start date and end date? Start: / / End: / /							

COPY THIS PAGE AS NEEDED FOR ADDITIONAL CHILD SCHEDULES.

Page _____ of _____

Section 9:

INCOME QUESTIONS*: List ALL income. If there is no income enter a zero.

Fill in your total family income per month*:

Income Type	My Income	2nd Adult caretaker Income	Income Type	My Income	2nd Adult caretaker Income
Wages (before taxes)*	\$	\$	Social Security survivor's benefits, permanent disability insurance payments*	\$	\$
Self-employed income*	\$	\$	Lease bonuses & royalties*	\$	\$
Tips or _____ % Commission	\$	\$	Military allotments*	\$	\$
Child Support*	\$	\$	Strike benefits*	\$	\$
Alimony Payment*	\$	\$	Dividends, interest, income from estates or trusts, net rental income, royalties*	\$	\$
Liquid Resources (cash on hand, money in checking or savings accounts, saving certificates, stocks or bonds, or nonrecurring lump sum payments, etc.)	\$	\$	Retirement and pension payments* (Veteran's, Social Security pensions)	\$	\$
Non-Liquid Resources (licensed/unlicensed automobile, RVs, real property, etc.)	\$	\$	Unemployment insurance*	\$	\$
Worker's compensation*	\$	\$	Other income*	\$	\$
			TOTAL INCOME*	\$	\$
			TOTAL FAMILY INCOME*	\$	\$

OTHER INCOME* (If applicable) Do you or anyone in your household receive any of the following income? If Yes, please complete the table below.

1. Housing voucher or cash assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Food stamp assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, I would like to apply	3. Refugee cash assistance or medical assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Colorado Works/ TANF cash assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Supplemental Security Income (SSI)	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Low-income energy assistance (LEAP)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Old age pension	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Americorp Income	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of person receiving income*	Type of income (use number from above)*		How often received**? (Monthly, weekly, etc.)		

Other changes or comments you want to make:

Authorization to Supply Information

I hereby authorize the _____ County Department of Social Services, in the course of administering the social services program, to supply information to any of the entities listed below. I release the county department from any and all liability for supplying such information.

- Any child care provider I may choose to use,
- any employer for whom I currently work or have worked,
- any school or training institution I may be attending
- any housing authority
- and/or any other information that may be pertinent to my application for or receipt of child care assistance programs including Head Start and Early Head Start.

Authorization to Release Information

I authorize the persons, agencies, or institutions entered below to supply information to the County Department of Social Services concerning my application for or receipt of social services. I also allow inspection and reproduction of records in their possession pertaining to me by any authorized representative of the county department. I release the person, agency, or institution from any and all liability for supplying such information.

- Any child care provider I may choose to use,
- any employer for whom I currently work or have worked,
- any documentation submitted for self-employment,
- any school or training institution I may be attending,
- any housing authority,
- and/or any other information that may be pertinent to my application for or receipt of child care assistance programs including Head Start and Early Head Start.

Signature of Client: _____ Date: _____

Signature of Spouse and/or Other Adult Caretaker: _____ Date: _____

Intentional Blank Page

UNRELATED INDIVIDUAL QUESTIONNAIRE

Participant Name: _____ HH# _____ Technician # _____

The Colorado Child Care Assistance Program (CCCAP) must determine if an unrelated adult living in your home acts as a parent to your child(ren) and provides financial support to you and your child(ren). Please answer the following questions.

I. IS THERE ANYONE LIVING IN YOUR HOUSEHOLD WHO IS NOT RELATED TO YOU OR YOUR CHILDREN?

YES, Name of Individual: _____ *Please answer all questions in sections II, III and IV.*

NO, Please skip ahead to section IV.

II. Financial Assistance: Does the unrelated individual living in your home provide any of the following to you or your child(ren): **YES** **NO**

<i>Some examples of financial assistance:</i>
Routinely pays medical bills for any member of your family.
Provides health insurance for any member of your family.
Allows you to use their debit or credit cards.
Maintains a joint bank account with you or your child(ren).
Owens or is buying a motor vehicle jointly with you or your child(ren).
Owens/ is buying real estate, including your home , with you or your child(ren).
Pays 100% of the shelter and utility costs for you and your child(ren).

III. Parenting: Does the unrelated individual living in your home provide daily decision-making and guidance for your child(ren): **YES** **NO**

<i>Some examples of parenting:</i>
Routinely purchases clothing for your child(ren).
Pays fees for extracurricular activities or private school.
Decides your child(ren)'s future about schooling or religion.
Routinely disciplines your child(ren).
Routinely helps with homework or school projects.
Routinely attends child's school or extracurricular activities.
Is recognized by school, child care provider or doctor's office as being able to sign for services in your place.
Routinely make decisions about activities of daily living such as bedtime, clothing, going to friends, etc.

IV. I attest that the above information is true and correct.

Applicant/Participant Signature

Date

Intentional Blank Page

CLIENT RESPONSIBILITIES AGREEMENT

1. I agree to notify my child care worker in writing within ten (10) days if my total household income exceeds 85% of the State Median Income and report within four (4) weeks if my qualifying eligible activity changes. I understand that I must also verify these changes and that I will have to repay any benefits I received for which I was not eligible.

Circle household size and State Median Income (SMI) amount

Household Size	2	3	4	5	6	7	8	9
85% SMI	\$4,235.20	\$5,231.72	\$6,228.23	\$7,224.75	\$8,221.27	\$8,408.12	\$8,594.96	\$8,781.81

2. I agree that I must complete the redetermination process when it is due, including all required verification.
3. I agree that I must verify my eligible activity when there is a change in my eligible activity and at re-determination. (A schedule will be required if you are self-employed or when non-traditional care such as overnight, weekend, or evening care, is needed)
4. I agree to notify my child care worker prior to changing child care providers otherwise the county may not pay for my child care.
5. I agree to be responsible for resolving any problems I might have with my child care provider.
6. I agree to notify the county department of social/human services if I have any concerns about possible abuse or neglect of a child while in child care.
7. I understand that if any parent in my household is self-employed I/we must maintain an average income that exceeds business expenses and I agree to track and verify income, expenses, work schedule and need for care to assist in my eligibility determination.
8. I understand that if child care is provided for my employment or self-employment activity then the taxable gross wages divided by the number of hours I work must equal at least the current federal minimum wage in order to continue receiving child care.
9. I agree that if my county requires child support enforcement I will cooperate with the child support enforcement office for any child that is receiving care and has an absent parent.
10. I agree that I will not leave my CCAP card in the possession of my child care provider at any time or I may be disqualified from the Colorado Child Care Assistance Program.
11. I agree to use my CCAP card to check my child(ren) in and out of care daily or my child care assistance case may close and I shall be responsible for payment of the child care costs.
12. I understand that if my CCAP card has been lost, stolen, or damaged, I must notify my child care worker within two (2) business days.
13. I understand that if new CCAP cards are issued to me, I must report non-receipt of the cards within five (5) business days.
14. I understand that a person found to have intentionally given false information by deed or omission cannot get child care assistance for twelve (12) months for the first offense, twenty-four (24) months for the second offense, and permanently for the third offense. This crime is subject to prosecution under federal and state laws.
15. PARENT FEE:
 - a. I agree to pay the parent fee listed on my child care authorization notice and that it is due to the provider in the month that care is received.
 - b. I understand that my parent fee is based on my income, household size and number of children in care and is subject to change upon receiving prior notice from the county.
 - c. I understand that if I do not pay this fee or make acceptable payment arrangements with my childcare provider, I will lose my child care benefits and will not be able to receive assistance with another child care provider and/or through any other county.

Applicant 1 Signature	Date	Applicant 2 Signature	Date

RIGHT OF APPEAL AND FAIR HEARING

If you disagree with any action taken in regards to child care benefits, you have a right to appeal.

- ◆ If your child care benefits are denied, you must call your child care assistance worker within fifteen (15) days of the date of that denial to say that you want to appeal.
- ◆ If your child care benefits are changed, you must call your child care assistance worker within fifteen (15) days of the date of the notice of the change to say that you want to appeal.
- ◆ If your child care benefits are terminated, you must call your child care assistance worker before the effective date of the termination to say that you want to appeal.

A hearing will be scheduled by the county department. At the hearing, you will be given an opportunity to present your case. If you appeal the decision or change, the person who officiates at the hearing shall not be the originator of the change or decision.

Before you decide to request a county hearing, we encourage you to talk with your county department child care worker first, and then the worker's supervisor. Often your questions and concerns can be settled by talking to the county staff responsible for making the change in your child care subsidy.

If after you completed a county hearing you still disagree with the decision, you may appeal the decision to the State by following these steps:

1. Write a letter to:

Office of Administrative Courts
1525 Sherman Street
4th Floor
Denver, CO 80203

2. You must appeal the county decision within 15 days of the mail date on the Notice of County Hearing Decision.
3. In the letter you need to state that you want to appeal the county hearing decision and why you want to appeal the decision. If you need help doing this you can ask anyone to help you, or talk to a legal aid office, or ask your County Social/Human Services representative to help you.
4. The Office of Administrative Courts will schedule a date for the appeal hearing if it is determined the request was filed timely. You will receive a letter from the Office of Administrative Courts explaining the next steps, who may come with you, who may present testimony and other information about the hearing.

You should be aware that the state and county are required to attempt to collect all benefits provided for which you were not eligible.

Discrimination

If you believe that you have been discriminated against because of race, color, sex, age, religion, political beliefs, national origin, or handicap, you have a right to file a complaint with:

Office for Civil Rights
U.S. Department of Health & Human Services
1961 Stout Street – Room 1426
Denver, Colorado 80294
(303) 844-2024 or (303) 844-3439 (TDD)

Keep this page for your reference

Voter Registration Choice Form

Instructions

Please read the following information and complete and sign the form below. This agency will keep the form for its records.

Important Notice

You may file a complaint with the Colorado Secretary of State if you believe that someone has interfered with your right to:

- register or decline to register to vote,
- privacy in deciding whether to register or in applying to register to vote, or
- choose your own political party or other political preference.

Send complaints to:

Colorado Secretary of State
1700 Broadway
Denver, CO 80290
Phone: (303) 894-2200

You may apply to register to vote or update your current registration today

- If you are not registered to vote where you live now, you may apply to register to vote here today.
- If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.

Does filling out or not filling out the registration form affect services I am applying for?

No. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

How private is this process?

The name and location of the agency or public office where you received the voter registration application will not appear on your records. If you decide not to use this application to register to vote, that is also confidential.

Complete and sign below

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

Please check only one of the following boxes. *If you do not check either box, you will be considered to have decided not to register to vote at this time.*

Yes, I want to apply to register to vote today. (Please fill out the Voter Registration Form)

You are eligible to vote if you:

- Will be 18 years of age or older at the time of the next election.
- Are a United States citizen.
- Are a Colorado resident and have lived in your current precinct for at least 30 days before the election.
- Are NOT serving a sentence (including parole) for a felony conviction.

No, I do not want to apply to register to vote today.

Your full name (please print)

Signature

For office use only

Date: _____

The applicant completed a voter registration form

Yes No

The applicant requested and was given a voter registration form for later delivery

Yes No

Employee Initials: _____

Intentional Blank Page

RIGHT OF APPEAL AND FAIR HEARING

If you disagree with any action taken in regards to child care benefits, you have a right to appeal.

- ◆ If your child care benefits are **denied**, you must call your child care assistance worker within fifteen (15) days of the date of that denial to say that you want to appeal.
- ◆ If your child care benefits are **changed**, you must call your child care assistance worker within fifteen (15) days of the date of the notice of the change to say that you want to appeal.
- ◆ If your child care benefits are **terminated**, you must call your child care assistance worker before the effective date of the termination to say that you want to appeal.

A hearing will be scheduled by the county department. At the hearing, you will be given an opportunity to present your case. If you appeal the decision or change, the person who officiates at the hearing shall not be the originator of the change or decision.

Before you decide to request a county hearing, we encourage you to talk with your county department child care worker first, and then the worker's supervisor. Often your questions and concerns can be settled by talking to the county staff responsible for making the change in your child care subsidy.

If after you completed a county hearing you still disagree with the decision, you may appeal the decision to the State by following these steps:

1. Write a letter to: **Office of Administrative Courts**
1525 Sherman Street
4th Floor
Denver, CO 80203
2. You must appeal the county decision within 15 days of the mail date on the Notice of County Hearing Decision.
3. In the letter you need to state that you want to appeal the county hearing decision and why you want to appeal the decision. If you need help doing this you can ask anyone to help you, or talk to a legal aid office, or ask your County Social/Human Services representative to help you.
4. The Office of Administrative Courts will schedule a date for the appeal hearing if it is determined the request was filed timely. You will receive a letter from the Office of Administrative Courts explaining the next steps, who may come with you, who may present testimony and other information about the hearing.

You should be aware that the state and county are required to attempt to collect all benefits provided for which you were not eligible.

Discrimination

If you believe that you have been discriminated against because of race, color, sex, age, religion, political beliefs, national origin, or handicap, you have a right to file a complaint with:

Office for Civil Rights
U.S. Department of Health & Human Services
1961 Stout Street – Room 1426
Denver, Colorado 80294
(303) 844-2024 or (303) 844-3439 (TDD)

Keep this page for your reference.