



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

Mary Ellen Caron, Ph.D.
Commissioner

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Date: February 16, 2008

To: Executive Directors
Early Childhood CCAP Program Directors

From: Mary Ellen Caron
Commissioner
Children & Youth Services

Re: Children & Youth Services (CYS) Illinois Department of Human
Services (IDHS) Child Care Assistance Program Policy Update

Effective Immediately CYs will no longer deny Child Care Assistance Program, CCAP, cases where the caregivers work less than 25 hours per week. At this time most CYs programs are fulltime programs with the exception of the School Age CCAP program model. The minimum number of working hours for a caregiver is 20 hours per week. However if a family applies that is working less than 20 hours per week, you should not deny the family for the CCAP program. Instead your agency should refer the family to the Child Care Resource and Referral agency, CCR&R, for the City of Chicago, [Illinois Action for Children](#). If the family is working they may be eligible for the CCAP program under the Certificate program model.

Major Points

- Please remember that your agency cannot DENY a case for the CCAP program working less than 20 hours per week.
- CYs will no longer reject / deny cases for working less than 25 hours per week.
- A working family that does not meet your agency criteria for child care may still be eligible for the Certificate program with [Illinois Action for Children](#), (312) 823-1100.

If you have any questions or concerns, please contact Kenneth A. McGhee, Deputy Commissioner at (312) 743-1658. He may also be reached via email at k.mcgee@cityofchicago.org.

Thanks

