

# **Child Care Development Fund Family Procedure The Early Learning Centers of Lawrence Township**

We are proud to participate in the CCDF program and hope the following information will help you through the voucher qualification process. The CCDF state funded program provides financial assistance for families, based on income and those who are enrolled in school or working. If you already receive funds from CCDF and would like to attend one of our Early Learning Centers, please contact your intake agent. They will instruct you to do a change of provider, choose one of our centers, and complete a packet.

- **Step 1: Contact the local CCDF Intake Agency to set up a meeting.**

Child Care Answers  
1100 Elizabeth Street  
Indianapolis IN 46208  
(317) 636-5727  
1-800- 272-2937

The intake worker will ask you the following questions over the phone so please be prepared with the necessary information.

1. How many people are in your family?
2. How many children need child care?
3. What is your gross monthly income?
4. Are you employed, in school, etc?
5. Do you have a TANF referral?

If the answers to the questions seem to suggest that the family is eligible and the county is open for new families, a meeting will be scheduled.

- **Step 2: Attend Scheduled Meeting**

What to bring to the meeting:

1. Proof of employment, school, etc.  
(Letter from employer including the number of hours scheduled in a week, school schedule if a student).
2. Income from the last 30 days (pay stub)
3. Proof of identity for all family members (Birth Certificates, or Photo ID)
4. Proof of residency (Copy of lease)
5. TANF referral (if applicable)

The intake worker will review these documents with the applicant and have them choose a certified provider. All the Early Learning Centers of Lawrence Township are certified providers. You will need to tell the intake agent which Early Learning Center you are going to attend.

Please contact the administrative office of the MSD of Lawrence Township Child Care Programs prior to the intake appointment to ensure they are accepting new enrollments.

MSD of Lawrence Township Child Care Programs  
6501 Sunnyside Road, Door #4, Office # A-112  
Indianapolis IN 46236  
Office: (317) 423-8363  
CCDF Coordinator: Stephanie Jones

- **Step 3: Submit all required documents to intake agent.**

During your scheduled intake appointment you will be given a provider form which should be taken to the Lawrence Township Child Care Programs administrative office, or the Early Learning Center you have chosen. The form will be filled out by a member of the front office staff and will need to be returned to the intake agent within 10 days. Once again, please contact the MSD of Lawrence Township Child Care Programs office prior to your intake appointment to ensure they are accepting new enrollments.

- **Step 4: Voucher**

When the application process is complete and the family has been approved, you will be issued a paper voucher which shows the terms of enrollment and provider payment amount. Once you have received your voucher you will need to provide a copy of the voucher to your Early Learning Center and complete the enrollment process for Lawrence Township.

- **Step 5: Hoosier Works for child Care swipe card**

Parents who have received a voucher (and up to one Authorized Representative) will be given a Hoosier Works for Child Care swipe card. This card will need to be swiped each and every time you drop-off and pick-up your child at the Early Learning Center.

***Swiping the card daily is the only way to ensure that the CCDF program will pay the amount listed on your voucher.*** At this time you will be given an opportunity to view a training video to learn how to use the swipe card and point of service equipment.

- **Step 6: Complete Early Learning Center Enrollment Packet**

All enrollment documentation will need to be completed prior to the first day of attendance. Please feel free to obtain the enrollment packet from the MSD of Lawrence Township Child Care Programs office at any time in this process.