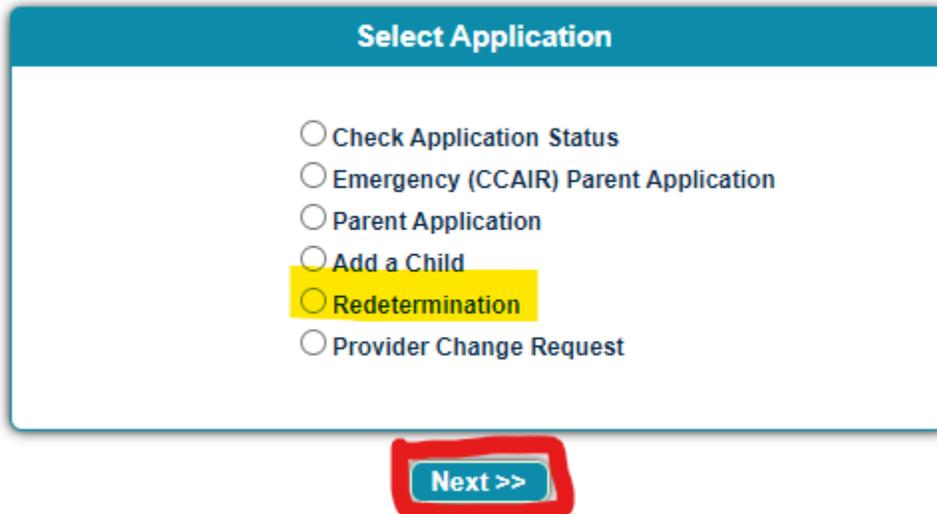


Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates

1. Visit, <https://www.apps.mdhs.ms.gov/ccis/NewApplication/AppStartPage.aspx> and click the circle next to "Redetermination", then click "Next".



Select Application

- Check Application Status
- Emergency (CCAIR) Parent Application
- Parent Application
- Add a Child
- Redetermination
- Provider Change Request

Next >>

2. Provide the requested information used in your original application for the Emergency certificate, then click, "Submit".



Login

* Last four digits of SSN:

* First Name:

* Last Name:

* Date of Birth: 

Submit

Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates

3. Applicant Info. You will need to review and complete all questions on this screen. Once all questions have been answered/updated, click the “Next” button at the bottom of the screen. **NOTE: All information in this document is for instructional purposes only and is not related to any actual client or known person.**



Child Care Payment System



Applicant Info

Household Members

Household Income

Care Schedule

Documents

Review & Submit

Contact Us

Logout

Applicant Info

Prefix:

* First Name: TESTSS

Middle Name:

* Last Name: TESTSS

Suffix:

* Date of Birth: 09/09/1980

* Gender: Female

* SSN: 564-53-5555

* Race (Check all that apply):

White/Caucasian

Black/African American

Asian

Alaska Native/American Indian

Native Hawaiian/Pacific Islander

4. Household Members. You will need to ensure that all household members are represented here. You can add members by clicking the, “Add Household Member” button. If information is missing for any household members already entered into the system, you will be alerted by a gold banner under the page navigation buttons. To update/complete information for any household member already in the system, you will click the “Edit” link next to their name. You can return to the previous screen by clicking the “Previous” button. Once the Household Members page has been updated, you can advance by clicking the “Next” button.



Child Care Payment System



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Household Members

Name	Gender	Relationship	DOB	SSN
TESTSS TESTSS	Female	Self	09/09/1980	***-**-5555
Edit Delete TESTVV TESTVV	Female	Mother		
Edit Delete TESTDD TESTDD	Female	Child needing care	09/09/2019	***-**-5325

[Add Household Member](#)

[<< Previous](#)
|
[Next >>](#)

TESTDD TESTDD is missing information on the household members page

Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates

Editing Household Members. If you need to add missing information for a household member and you have clicked on the “Edit” link next to their name, the following screen will appear. Complete all requested information and click the “Save” button at the bottom of the screen. You will be returned to the previous screen listing all household members. You can navigate to prior pages using the “Previous” button or continue using the “Next” button.

Household Members

* Relationship to Parent: Child needing care

Prefix: << Select One >>

* First Name: TESTDD

Middle Name: ENTER MIDDLE NAME

* Last Name: TESTDD

Suffix: << Select One >>

* Gender: Female

* Birthdate: 09/09/2019

*** SSN: 342325325

** Ethnicity: Non-Hispanic

** Race:
 White/Caucasian
 Black/African American
 Asian
 Alaska Native/American Indian
 Native Hawaiian/Pacific Islander

Is your child in: Not Enrolled

* Is this child special needs? No

* Do you currently have a Child Support case open with the MDHS Division of Field Operations? Yes

* Is the child currently receiving Supplemental Security Income (SSI)? No

* Represents a required field

** We are required by the federal government to collect this information. It will not be used to determine program eligibility

*** The absence of this information cannot be a basis to deny eligibility

**** In regards to cooperation with MDHS Division of Field Operations, the following apply:

A. If either or both biological parents are NOT living in the same household with the child, parents/guardians are required to have an open child support case in order to receive child care subsidy.

B. If no child support case is open with MDHS Division of Field Operations Office, parents must contact their local county office to make an appointment to open a case. NOTE: This requirement INCLUDES cases in which parents must have an existing court-ordered child support agreement. Mississippi law states that ALL child support cases must be handled through MDHS, Division of Operations. Parents may return to complete this application once a child support case has been opened for each child for which child care is needed.

C. In some cases, MDHS, Division of Field Operations can provide documentation that parents are excused from cooperation with Child Support. This statement including the name of the child or children should be signed, dated, and include an official stamp of the county office then submitted to DECCD.

D. For cases in which pursuing Child Support would place either the custodial parent or the child in physical, emotional, or mental danger DECCD may waive this requirement. If this applies to the case, please contact DECCD for instructions.

Save Cancel

5. Household Income. No income will be listed on this screen and you will need to click the “Add Income” button to report income for eligibility determination.

Household Income Details

Please enter income details!

Add Income

<< Previous Next >>

Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates

Household Income Details. Once you click “Add Income”, you will be asked to provide details about the income you are reporting. Click on the arrow in the Income Type dropdown and select the correct type of income. You will be able to repeat these steps to select additional income types after you have submitted information for the current selection.

The screenshot shows the 'Household Income Details' form. On the left is a navigation menu with 'Household Income' highlighted. The main form area has a dropdown menu for 'Income Type' with the following options: '<< Select One >>', '<< Select one >>', 'Employment Income', 'Child Support', 'SSI', 'Parent Social Security', and 'Other Income'.

Once you have made the correct selection, additional questions will appear. Complete all requested lines and click the “Save” button at the bottom of the screen.

The screenshot shows the 'Household Income Details' form with the following fields filled out: 'Income Type' is 'Employment Income', 'Relationship' is 'Self', 'Job Number' is 'Job 1', 'Employer Name' is 'EMPLOYMENT INCORPORATED', 'Pay Frequency' is 'Monthly', 'Check 1 Amount \$' is '2500.00', 'Check 2 Amount \$' is empty, 'Check 3 Amount \$' is empty, 'Check 4 Amount \$' is empty, 'Check Average' is '\$2,500.00', and 'Annual Income' is '\$30,000.00'. The 'Save' button is highlighted with a red box.

Repeat these steps for all possible sources of income. Once all sources have been entered, click the “Next” button at the bottom of the screen.

The screenshot shows the 'Household Income Details' form with a table of entered income sources. The table has columns for 'Income Type', 'Relationship', 'Job', 'Pay Period', 'Annual Income', 'Check1', 'Check2', 'Check3', and 'Ch'. The table contains two rows of data. Below the table is an 'Add Income' button and a 'Next >>' button, which is highlighted with a red box.

Income Type	Relationship	Job	Pay Period	Annual Income	Check1	Check2	Check3	Ch
Child Support			Monthly	\$3,000.00	\$250.00	\$0.00	\$0.00	\$0.00
Employment Income	Self	Job 1	Monthly	\$30,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00

Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates

6. Care Schedule. All Household Members identified as Child Needing Care will need to have a care schedule entered. If information is missing for any child, you will be notified by a gold banner. To add a care schedule, click on the “Add Child Care Schedule” button.

The screenshot shows the 'Care Schedule' page with a sidebar on the left containing navigation links: Applicant Info, Household Members, Household Income, Care Schedule (highlighted), Documents, Review & Submit, Contact Us, and Logout. The main content area has a blue header 'Care Schedule' and a message 'No records found!'. Below this is a yellow warning box: 'WARNING: The following children should be included in the care schedule in order to be eligible for submission (1) TESTDD TESTDD'. At the bottom, the 'Add Child Care Schedule' button is highlighted with a red box.

You will select the child’s name from the dropdown menu then enter in a “Yes” or “No” response for the days of the week for which care is needed. You will then complete the remainder of the questions on this page and click on the “Save” button.

The screenshot shows the 'Care Schedule' page with the following fields: 'Child Name' dropdown (TESTDD TESTDD), 'Requires Services On' (Sun: No, Mon: Yes, Tue: Yes, Wed: Yes, Thu: Yes, Fri: Yes, Sat: No), 'Hours for each day' dropdown (MORE THAN 6 HOURS), 'Provider' dropdown (CHILD NURSERY), 'Address' dropdown (STREET), 'Apt/Suite/Lot' dropdown, 'Zip' dropdown, 'City' dropdown, 'State' dropdown (MISSISSIPPI), and 'County' dropdown. A 'Search' button is next to the Provider field. At the bottom, the 'Save' button is highlighted with a red box.

Repeat for all children in household needing care. Once you have entered in care schedules for all children, click the “Next” Button.

The screenshot shows the 'Care Schedule' page with a table of care schedules. The table has columns: Child Name, Care Days, Hours for Each Day, and Provider. The table contains one row: TESTDD TESTDD, NYYYYN, More than 6 hours, CHILD NURSERY. Below the table is an 'Add Child Care Schedule' button. At the bottom, the 'Next >>' button is highlighted with a red box.

Child Name	Care Days	Hours for Each Day	Provider
TESTDD TESTDD	NYYYYN	More than 6 hours	CHILD NURSERY

7. Documents. This page will indicate the documentation you are required to submit in order to complete eligibility determination. Please review this information and make notes of the items needed. Once you have noted all information needed, click the “Next” button.

Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates

8. Review & Submit. This page will reflect all the information you have submitted in your application. Please review all of it carefully. If any changes are needed, click on the “Edit Applicant Info” link in the upper left corner of the screen.

Applicant Info	Review and Submit
Household Members	<p>Applicant's Legal Name</p> <p>Prefix: FirstName: TESTSS MiddleName: LastName: TESTSS Suffix:</p> <p>Applicant's Contact Details</p> <p>Primary: 601-767-8676 WORK Secondary:</p>
Household Income	
Care Schedule	
Documents	
Review & Submit	
Contact Us	
Logout	

You are also required to respond to statements at the bottom of this page. You can respond by clicking in the check boxes for each true statement. You may review the changes you have made to the application information by clicking the “Review/Save Application Before Submitting” button. This option will provide you with a PDF copy of your application for your records. You may enter your application for eligibility determination by clicking the “Submit” button.

- I certify that the information I have provided is true and correct. I certify that I have not omitted or misrepresented any information required for eligibility for the Mississippi Child Care Payment Program.
- I certify that I have read and understand the Parent's Rights and Responsibilities document located at <https://secac.ms.gov/wp-content/uploads/2016/09/DECCD-Electronic-Parents-Rights.pdf> as well as the Parent Statement of Agreement located at https://secac.ms.gov/wp-content/uploads/2016/09/eccd_B_ElectronicParentSOAForm.pdf. I understand that anytime these documents are changed/updated I will receive email notification of the changes and it is my responsibility to read and request any assistance needed from DECCD in order to understand the changes.
- I understand and agree that by accepting these services, it is my responsibility to adhere to all policies set by DECCD for the Mississippi Child Care Payment Program. I understand that a copy of the policies for this program is located on the DECCD website, <https://secac.ms.gov/wp-content/uploads/2017/01/Amended-CCPP-Policy-Manual-010417.pdf>.
- I certify that my family assets do not exceed one million dollars (\$1,000,000.00).

Review/Save Application Before Submitting
Submit

Once you click on the “Submit” button, you will be asked again if you are ready to submit your application. If yes, click “OK”. If no, click “Cancel” to return to the Review and Submit screen for editing.

5. Are you sure you want to submit the application?

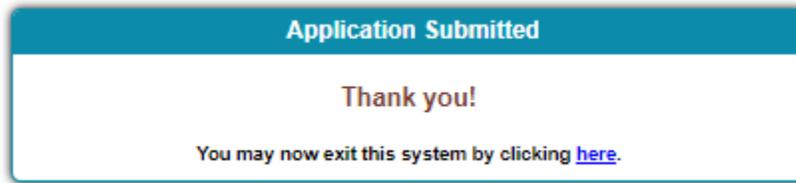
OK
Cancel

6. Proof of Income: New Employment - If you have new employment and have not received your first paycheck, you must submit a letter from your employer on company letterhead with the following information: Date of hire, position, salary, and an estimated quarterly amount.

7. Proof of Income: New Employment - If you have new employment and have not received your first paycheck, you must submit a letter from your employer on company letterhead with the following information: Date of hire, position, salary, and an estimated quarterly amount.

After you click “OK”, your application will be submitted and you will be taken to a confirmation screen.

Instructions for Full Eligibility Determination of Parents with Current Emergency Child Care Certificates



You will also receive a confirmation email containing your Application Number. This number must be written on all documentation submitted for eligibility determination. This email will also remind you of the documentation you will need to submit. Once all documents have been submitted, DECCD will complete eligibility for your case. You will be notified via email once this has been completed.

Name: TESTSS TESTSS
Application #: 20200710000164
THIS NUMBER MUST BE WRITTEN ON REQUIRED DOCUMENTATION SENT TO DECCD

Please submit the following required documents in order for the application to be approved:

Email secured by Check Point

1. **Proof of Relationship** - Submit a long form birth certificate, court documents, or school registration doc provided by the school containing the parent's name for each child who needs childcare.
2. **Guardianship Document** - If you are not the biological parents of a child who needs care, you must submit a Guardianship/In Loco Parentis Verification Form (you can download this form at https://secac.ms.gov/wp-content/uploads/2016/09/eccd_D_ElectronicGuardianshipForm.pdf)
3. **Proof of Identification for Parent** - Submit (1) one form of verification from the following list: a copy of parent's current driver's license, state-issued ID, passport, or other government issued photo ID. **or** Submit

Please call 1-800-877-7882 if you need assistance with this process.