State of Illinois
Department of Human Services

WELCOME TO THE CHILD CARE MANAGEMENT SYSTEM (CCMS) ONLINE APPLICATION

1. The state of Illinois helps income-eligible families pay for the child care services needed to work or attend school, training and other work-related activities. If you think you may qualify, please submit an application to a Child Care Resource and Referral (CCR&R) agency or child care center/home who is contracted with DHS to provide child care subsidies.

2. Call the CCR&R or contracted center/home if you have any questions about:
   * whether you are eligible
   * where to obtain a listing of child care providers in your area
   * how to fill out this application, or
   * the status of an application which has been submitted online, by fax, mail, or in person.

3. If you do not know the phone number for your local CCR&R, use the DHS Office Locator, or call 1-877-202-4453 (toll-free).

   *** click here to access the application (English version only)**

4. In order to use these downloadable forms you will need free Adobe Reader Software. Download Adobe Reader for free.

5. You may wish to fax a paper copy of your application or supporting documentation directly into the CCMS, please dial **1-800-XXX-XXXX.**

6. To see if you may be income eligible for child care assistance, click the following link:
   * Child Care Assistance Program (CCAP) Eligibility Calculator

Apply Online

1. Use the Child Care Management System Web Online Application to apply for child care assistance. If you choose this option, ***DO NOT*** complete a separate paper application.

2. To complete the online child care application most quickly, you MUST identify a provider and complete the document TOGETHER. Both you and your provider must fill out the same application form, and then submit it electronically.

3. Required fields are marked with an asterisk (*) and highlighted in **red**. If you do not complete required fields you will not be able to submit your application online.

4. If at any time you choose to stop completing the application online, select the "Save" button to save the information you have entered up to the point you choose to quit onto your personal computer or device. Then select the "Print" button to print the application form. You may then select the "Quit" button at the bottom of the page.

5. If you save the application to your personal computer or device, you may complete the application ***off-line*** and log-on to the IDHS website at another time to begin the application process again. Please note that the website ***does not save*** an incomplete application. If you select "Quit" or "Save" your application will not be submitted.

6. Type your name in the signature box; select the "Submit Application" button at the bottom of the screen. You should receive a confirmation message, which will include an electronic date stamp. This date may determine the date in which payment for care begins.

7. Before closing the application, please print a copy of the completed and date stamped application.

8. Once the application has been accepted online, you must mail, e-mail, fax, or carry a copy of all supporting documentation (i.e. check stubs, school schedule, and provider information) forms to your local CCR&R or child care center **within five business days**.

9. So the newly submitted information/documents can be matched with your electronic records, please write your name in the top right corner of each document and include the first page of your online application. This page contains the date the completed application was submitted via the internet.

10. Maintain copies of the completed application and supporting documentation for your records.

Apply Using a Paper Application

1. Child care applications can be obtained from any Child Care Resource and Referral (CCR&R) agency or child care center that is contracted with IDHS to provide child care assistance. These agencies can also accept completed applications.

2. Follow the directions on the form. You must sign and date the form.

3. Once you have completed the application, carry, mail or fax it to your local child care center or Child Care Resource and Referral Agency.

4. The application process begins the day your local Site Administered child care center or Child Care Resource and Referral Agency receives your signed application.

Avoid Delays in Approval

1. Please read all instructions carefully.

2. When submitting your application online, in person, via mail or fax, you must answer **ALL** questions on the application unless the instructions tell you to leave a question blank. If you think a question does not apply to you, you should write "N/A".

3. If you do not answer all questions or provide needed supporting documents, your application may be returned and payments to your child care provider may be delayed.

4. Verification of your eligibility can not be completed until all supporting documentation has been received by your local Child Care Center or Child Care Resource and Referral Agency.

5. The information provided will be checked using State and other databases. Please note that any inconsistencies may delay processing or result in denial of your application.