

Child Care Management System Information to Child Care Assistance Program Parents and Providers

The Illinois Department of Human Services Child Care Assistance Program's (CCAP) new Child Care Management System (CCMS) is **COMING SOON!** The new system will be used by all agencies that administer CCAP throughout Illinois, including *Child Care Resource Service*.

In preparation for the new system launch, note the following:

A **New** online application will be available at <http://www.dhs.state.il.us/page.aspx?item=30355> (applications can be submitted in person or by mail as well.).

- All CCAP forms and supporting documentation can be submitted directly into the system via e-mail at DHS.CCMS-PRD@ILLINOIS.GOV
- Receive e-mail notices of case updates – parents and provider must sign-up for e-mail updates. Sign up for e-mail notice by completing this form: <http://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-3526.pdf> The Spanish version of this form is found at <http://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-3526S.pdf>
- The NEW application and other forms will include a barcode - **the barcode is specific to an individual family and is used to link their paperwork (PLEASE: DO NOT COPY, SHARE or USE "WHITE OUT" ON CHILD CARE FORMS)**

How the Barcode Works

The New application has a barcode that allows it to enter the system. Once emailed or scanned into the new system a barcode specific to that family is assigned. All forms generated after that has the "family specific" barcode on them. As the forms are returned and enter the system the barcode is used to match the document with the family.

- **Please do not "white out" and copy any barcoded forms and give them to another parent to use.** This applies to "Request for Additional Information", "Redetermination", "Change of Provider", "Change of Information" and all other forms.
- **If you have blank copies of the forms please stop using them once the new system is launched.** Tell parents to call us and we'll send them a barcoded form.
- Do not substitute new application paperwork for Redetermination paperwork.

Forms with Barcode

*Request for Additional Information

* Redetermination

*Change of Provider

* Change of Information

- There will be an adjustment period as we learn the new system and it may take us longer to complete paperwork. **We apologize in advance for any delays or challenges** you might experience and appreciate your patience as we work to serve you better!