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## **The Illinois Department of Human Services Child Care Assistance Program's new Child Care Management System (CCMS) is coming soon!**

### **What does this mean for you?**

- Applications can still be submitted in person or by mail.
- A **NEW** online option for submitting applications is available at <http://www.dhs.state.il.us/page.aspx?item=30355>. Once you have completed an online application you will receive a confirmation that your application was received by the system.
- The **New** application has a 1D barcode that allows it to enter the system. Once emailed or scanned into the new system a 2D barcode specific to that family is assigned. 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>

### **How can you help?**

**Please explain the following barcode information to your families.** Stress the importance of returning the barcoded forms to help us process their paperwork as quickly as possible. The barcode is their “thumbprint” for the new electronic system.

### **How the Barcode Works**

The New application had a 1D barcode that allows it to enter the system. Once emailed or scanned into the new system a 2D barcode specific to that family is assigned. All forms generated after that will have the “family specific” 2D barcode on them. As the forms are returned and enter the system the barcode is used to electronically 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.**
- **Help your Parents** - Reinforce this simple message with parents - **It is VERY important that you read and respond to all requests as soon as possible** to ensure **your case is handled without unnecessary delays. Help parents as necessary with completing online** as well as paper or email applications.
- The cover sheet from all Request for Additional Information forms **MUST** accompany the requested documentation. If the cover sheet is not included, there may be significant delays in determining eligibility.
- If you received a Request for Additional Information, you **MUST** return the entire form along with the information that is requested to ensure the paperwork is linked to your case.
- Respond to all requests immediately to ensure your child care case is accurate and can be processed in a timely manner.
- Please be patient. It may take longer to process paperwork as we become familiar with the new system. We will do everything we can to process your paperwork as quickly as possible.

*For more information, please contact your local Child Care Resource and Referral. For additional information and instruction on using the on line application, please go to: <http://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-3530.pdf>*