



**CHILD CARE APPLICATION**  
**Please read this letter before applying.**

Dear Initiative Based Assistance Program (IBAP) Gatekeeper Applicant:

Your application form for the Vanderburgh County Initiative Based Assistance Program is attached to this letter. This application DOES NOT GUARANTEE that you will qualify or be selected for the program.

The Gatekeeper program provides assistance for residents of Vanderburgh County who are **NOT** receiving the adult portion of cash assistance from Temporary Assistance for Needy Families (TANF).

The CHILD CARE program has policies and rules similar to Indiana's CCDF Voucher Program. You may use this program for no more than 12 consecutive months. You may only use this program **once**.

There are some eligibility rules:

1. You must be a Vanderburgh County resident.
2. You must be actively working 25 hours per week, attending school full-time (at least 12 credit hours), or a combination of the two.
3. You must have a gross income not greater than the guidelines shown below.

Family Size	Monthly Max	Annual Max
1	\$1,831.50	\$21,978.00
2	\$2,469.75	\$29,637.00
3	\$3,108.00	\$37,296.00
4	\$3,746.25	\$44,955.00
5	\$4,384.40	\$52,614.00
6	\$5,022.75	\$60,273.00
7	\$5,662.54	\$67,950.50
8	\$6,307.58	\$75,846.50

**Next Steps**

1. Fill out the attached application and return it with **all** required documents to Gatekeeper.
2. Gatekeeper will **not** accept your application until ALL the required documents are attached.
3. After Gatekeeper accepts your application, Gatekeeper will determine your eligibility and contact you by letter when funding is available.

Yours very truly,

Building Blocks



### APPLICATION INSTRUCTIONS

- Fill out all of **page 3**. Sign and date at the bottom.
- Read and fill out **page 4** (Authority to Discuss and Authorization to Release).

### THE FOLLOWING ITEMS MUST BE COPIED AND ATTACHED TO THIS APPLICATION:

	Your most recent paystub (this should include your name, pay date, hours worked, and gross wages)
	Class schedule (if enrolled in school) which includes your name, school name, semester begin and end dates, and credit hours)
	Verification of waiting list status from CCDF program through Building Blocks (See page 5).



**APPLICATION FOR VANDERBURGH COUNTY INITIATIVE BASED ASSISTANCE PROGRAM  
 CHILD CARE ASSISTANCE APPLICATION**

**Applicant Information:**

Date of Application:

Name:	Are you working? YES NO	How many hours per week?
Date of Birth:	Are you in school? YES NO	How many credit hours?
Phone Number:	Is a spouse/parent of child(ren) living with you?	
Address:	Email:	
City, State, Zip:		
Do you receive child support? YES NO		How much do you receive PER WEEK?

**SPOUSE or PARENT of child(ren) – IF LIVING IN THE SAME HOUSEHOLD AS YOU**

Name (Last, First):	Date of Birth:
If you both are living in the same Household, are you Married? YES NO	
Are you working? YES NO Hours/week?	Are you in school? YES NO

**Child Information**

Names of Children (Last, First, Middle Initial)	Date of Birth (Required)	Is this child in need of services? (Circle One)
1.		YES NO
2.		YES NO
3.		YES NO
4.		YES NO

Do you receive TANF cash assistance? YES NO (If yes, attach current documentation.)

I realize that I am responsible for letting Gatekeeper know if I have changes to my household and above information. I understand that I am required to update my information every 90 days.

I certify that all the information on this form is correct.

Vanderburgh County Initiative Based Assistance Program  
414 SE 4<sup>th</sup> St., Suite 214  
Building Blocks, Inc.  
Evansville, IN 47713  
Email : jjohnson@buildingblocks.net  
Phone : (812) 423-4008 Ext. 122 Fax : (812) 423-3399  
Visit our website: www.buildingblocks.net



Sign name: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORITY TO DISCUSS AND AUTHORIZATION TO RELEASE**

I understand that the IBAP Gatekeeper Manager would like to talk to the Vanderburgh County Division of Family Resources and Building Blocks. The Gatekeeper Manager wants to know if I'm eligible to be in the IBAP Gatekeeper program. Also, the Division of Family Resources would like to know if I and/or my children are on TANF, Medicare, and /or receive Food Stamps. It is OK with me if they talk to each other. It's OK with me if the IBAP Gatekeeper Manager shows this paper to the Division of Family Resources and Building Blocks. I have received the information sheet that explains the Gatekeeper services.

To whom it may concern:

I authorize and request that you give the Vanderburgh County IBAP Gatekeeper the information requested on the attached form(s). You assume no liability by providing the information.

Please send the documents to:

Vanderburgh County IBAP Gatekeeper  
Building Blocks  
414 SE 4<sup>th</sup> St.  
Suite 214  
Evansville, IN 47713

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **VERIFICATION OF APPLICATION FOR THE CCDF WAITING LIST**

### **STEP 1 (Required):**

You must first apply for the CCDF waiting list before applying to the Gatekeeper Program. Here is the website where you can apply: <https://earlyedconnect.fssa.in.gov/onlineApp/home>. The CCDF pre-application can also be found on our website at <https://www.buildingblocks.net/ccdf-application-forms/> You may also come into our office to apply. Our office hours are M-F 8:00- 4:00.

### **STEP 2 (Required):**

We will need verification that you have been approved or denied for the waiting list.

Once verification is completed, you can then submit your Gatekeeper application into Building Blocks to be placed on the waiting list.

### **Below is information for the local CCDF office:**

**Building Blocks**  
414 SE 4<sup>th</sup> Street, Suite 214  
Evansville, IN 47713  
Phone: 812 423-4008

*\*It is the parent's responsibility to update their waiting list application every 90 days.*