

Frequently Asked Questions

CCDF Application Process

How do I apply for CCDF vouchers?

You can apply in any one of these 3 ways.

- Online at [Early Ed Connect](#)
- Be referred through TANF IMPACT
- Be referred by the Indiana Department of Child Services

How do I submit my application?

New CCDF applicants must create an online account at [Early Ed Connect](#) and complete the online application with the Indiana Family Social Services Administration. Applicants in Lake and La Porte counties will be routed to Geminus for processing and follow up.

What documents can I use to verify my residency?

You can verify your residency by providing either a copy of your electric or gas bill, your lease agreement, or communications received from any government agency working with you.

What documents can I use to verify my child's identity?

Please provide the birth certificate of your child or any legal photo ID.

What documents can I use to verify my child's citizenship?

Please provide the birth certificate of your child and proof that the child is a legal resident of the United States.

What documents can I use to verify my identity?

Please provide a legal photo id (driver's license, passport, REAL ID). If you are a foster parent, please provide your foster license and foster ID.

What happens after I apply?

- If you pre-qualify, you will be put on the CCDF wait list.
- If you do not pre-qualify, your application will be denied and you may reapply if your situation changes
- If you receive an error message when applying, email Geminus CCDF directly at ccdf@geminus.care or call the program's direct line at (219) 757.1957
- If IMPACT or DCS referred you, you will need to complete an appointment by phone or in person.



My custody arrangement is changing. What do I need to do?

Contact Geminus CCDF to request a report of change form. Email Geminus CCDF directly at ccdf@geminus.care or call the program's direct line at (219) 757.1957. Once you return the completed form, our CCDF intake specialists will determine the appropriate actions to take and reach out to you.

I lost my Hoosier Works for Child Care Card. Can I get a new one?

Yes. Email Geminus CCDF directly at ccdf@geminus.care or call the program's direct line at (219) 757.1957. Our CCDF staff will work with you to complete the form. Once that has been returned and signed, our staff will provide you the new card and activate it.

I have a new job. What do I need to do?

Contact Geminus CCDF to request a report of change form. Email Geminus CCDF directly at ccdf@geminus.care or call the program's direct line at (219) 757.1957. You may email or mail the report of change form. Be sure to include your proof of income after 13 weeks and a letter from your employer. The employer letter should be on letterhead and include information such as your new position, start date, work hours and pay rate.

How does the reauthorization process work?

- Documents need to be submitted at least 7 days prior to your subsidy end date
- Reauthorization can be dropped off, mailed, faxed, uploaded, or instantly filled out online.
- An appointment can be made to discuss the reauthorization in person
- Complete, sign and return the following:
 - Parent Application Worksheet
 - Child Support Verification Form
 - Provider Information Form
 - Proof of Service Need
 - Proof of Income
 - Proof of Residency
 - Proof of special circumstances
 - Special Needs
 - Working at the child care provider your child attends – completed Parent-Provider Statement
 - Foster Family – Current foster home license and placement letter dated in the past 30 days

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