

Welcome to Care 4 Kids Online Application Services



Care 4 Kids helps pay for child care costs for low to moderate income families in Connecticut.

State of Connecticut Care 4 Kids Parent Portal User Guide

(Rev. 11/2023)

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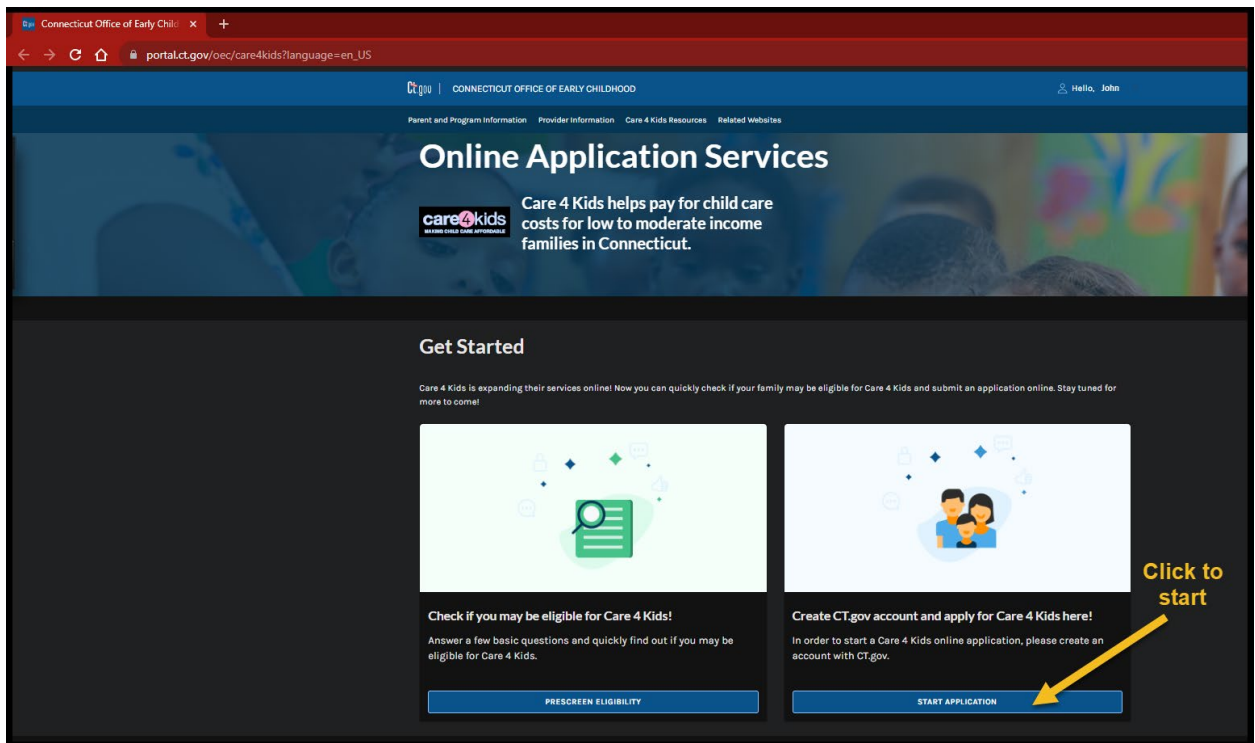
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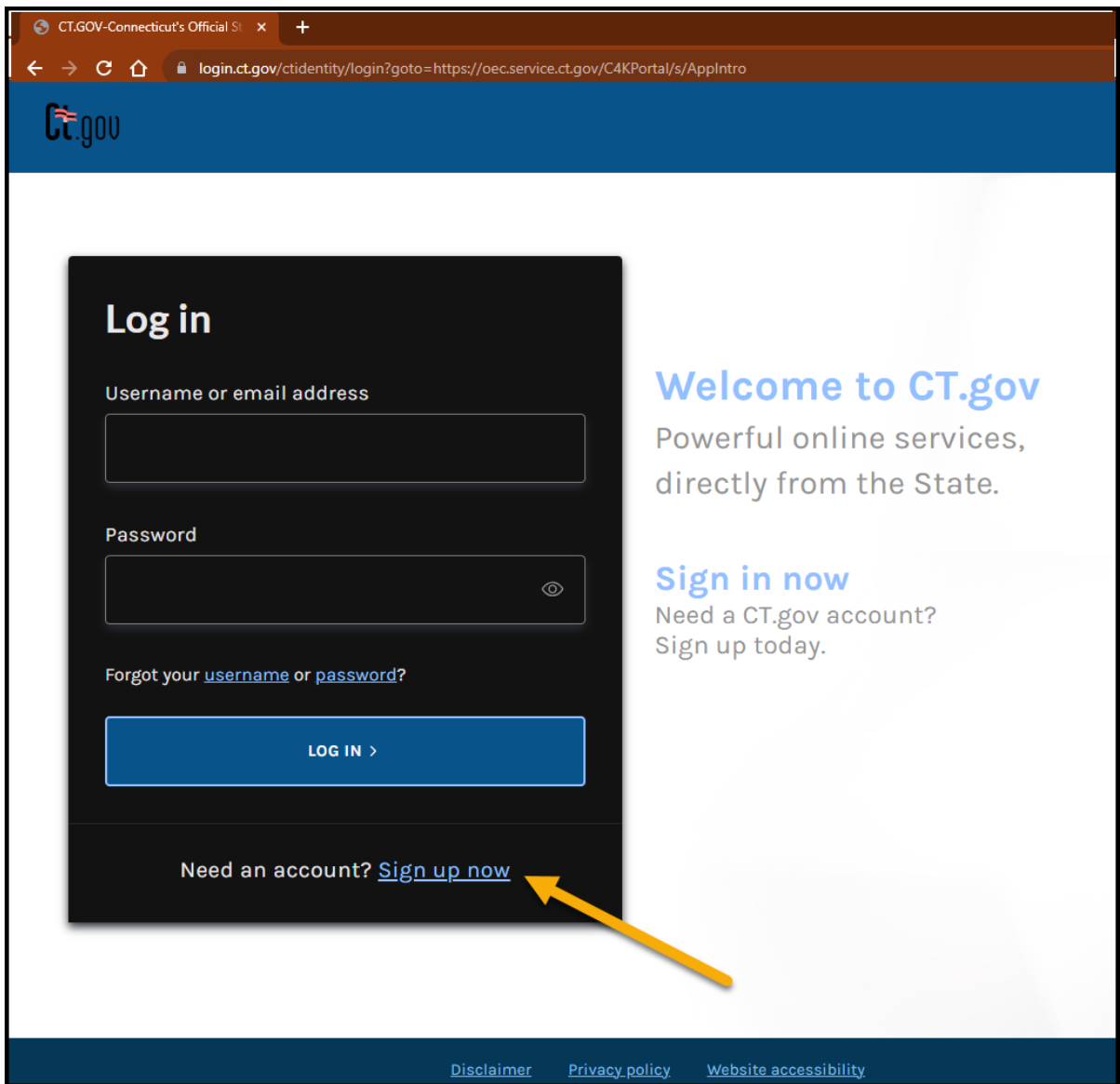
New to Care 4 Kids Online Application?

Are you ready to apply for Care 4 Kids? Start here:

1. Log onto <https://portal.ct.gov/oec/care4kids>
2. Click on the ‘Start Application’ button shown below.



3. First, we need some information about you to setup your account. Start by signing up!

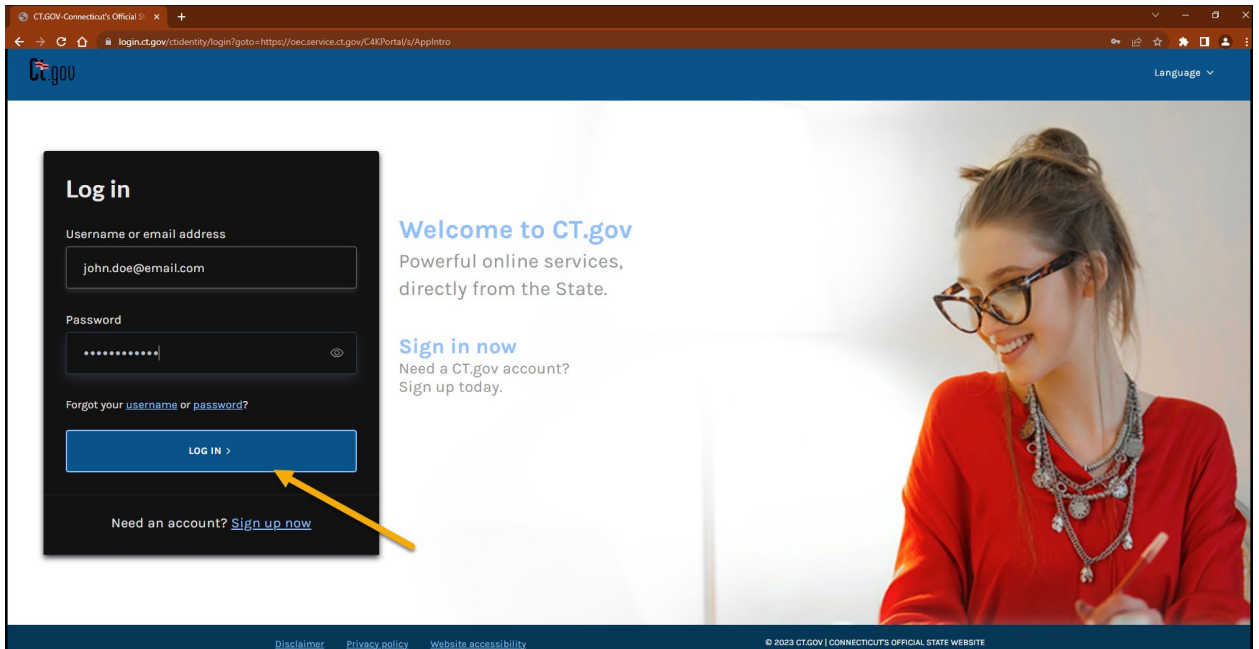


4. Complete the fields with information about yourself, how we can contact you, your account credentials, and your preferred language. Please make sure to save your Username and Password in a secure location, you will need it to log into the Parent Portal.
5. Verify your account by clicking the link in the email sent to you from do-not-reply-account@notifications.ct.gov.
If the email is not found in your inbox, please check your junk and spam folders.
6. When you have confirmed your email address, you will receive a separate confirmation email that your account is all set.

What's next?

Create a new application

1. Login to your new Care 4 Kids Online Application account. Enter your Username/email address and Password and Click 'Log In'.



2. After you log in, you can “Get Started” on your application.

ct.gov | CONNECTICUT OFFICE OF EARLY CHILDHOOD Hello, John

Parent and Program Information Provider Information Care 4 Kids Resources Related Websites

Get Started on the Care 4 Kids Application

🕒 ESTIMATED TIME TO COMPLETE : 30 MINUTES

Effective March 1, 2023, Care 4 Kids will be using an Enrollment Management Waitlist for New Applications.
This is for new applications only, there will be no change to families currently enrolled or at redetermination. For more information, please [click here](#).

You can apply for Care 4 Kids (Child Care Assistance) online. The Care 4 Kids program makes child care affordable for low - to moderate - income families in Connecticut. With Care 4 Kids, parents get financial help for the child care they choose.
[Learn more about Care 4 Kids here.](#)

More about Care 4 Kids (Child Care Assistance)

- Parents of the child(ren) needing care who live at home must be working, in an approved training activity, or going to school and not available to provide care.
- Parents income must be less than 60% of the State Median Income (SMI) for new applications.
- Child(ren) needing care must have required immunizations.
- Child(ren) needing care must be under the age of 13 or under the age of 19 if the child has special needs.
- Child(ren) needing care must be a U.S. Citizen or an immigrant with qualifying status.

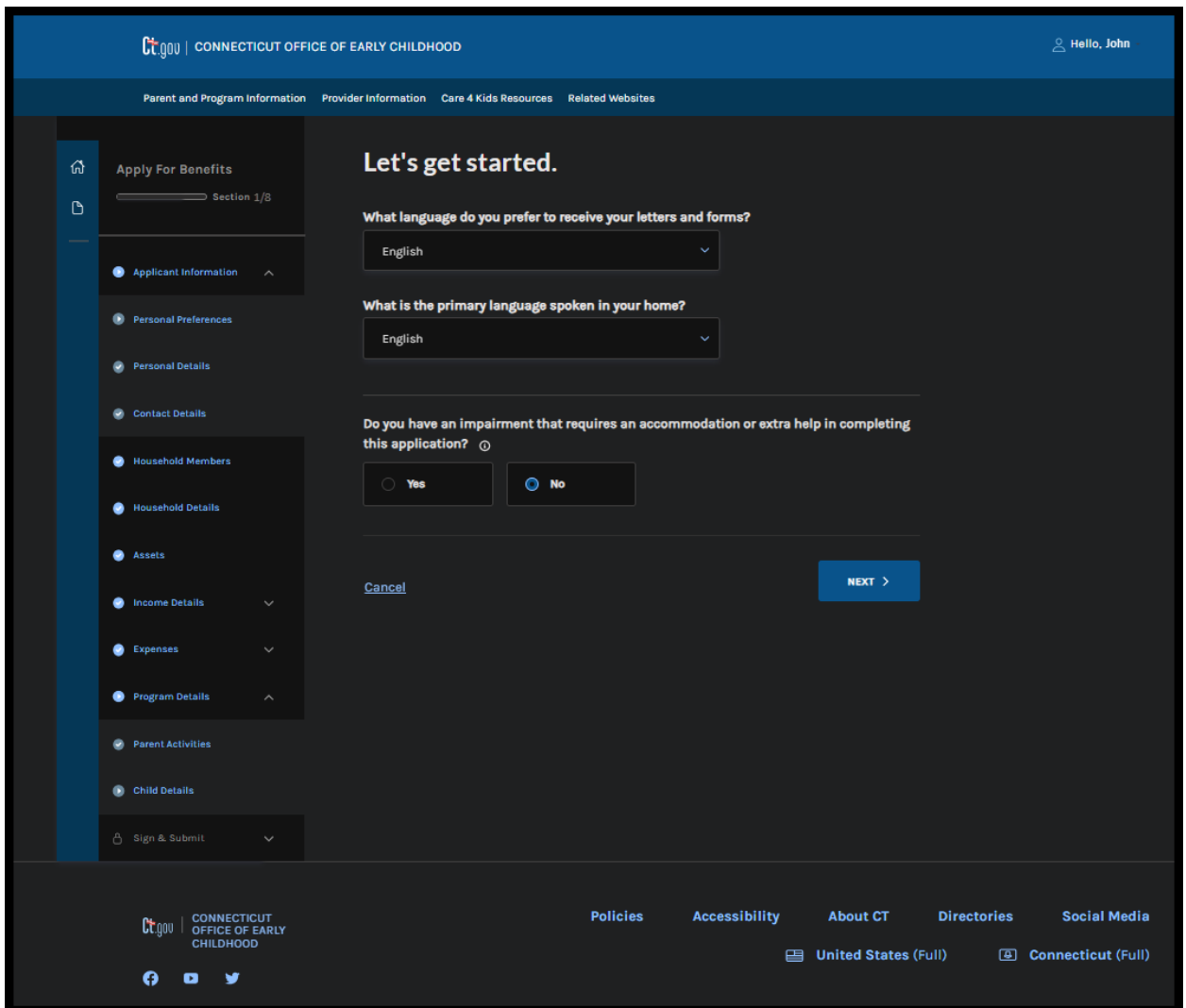
Information you give us will be used to help determine your eligibility for benefits. For any questions, please contact Care 4 Kids at (888) 214-5437.

Can I save my progress?
YES - you can start your application and your progress will be saved. You can log back in to continue from where you left off! Your application will be saved for 45 days.

Click either to begin

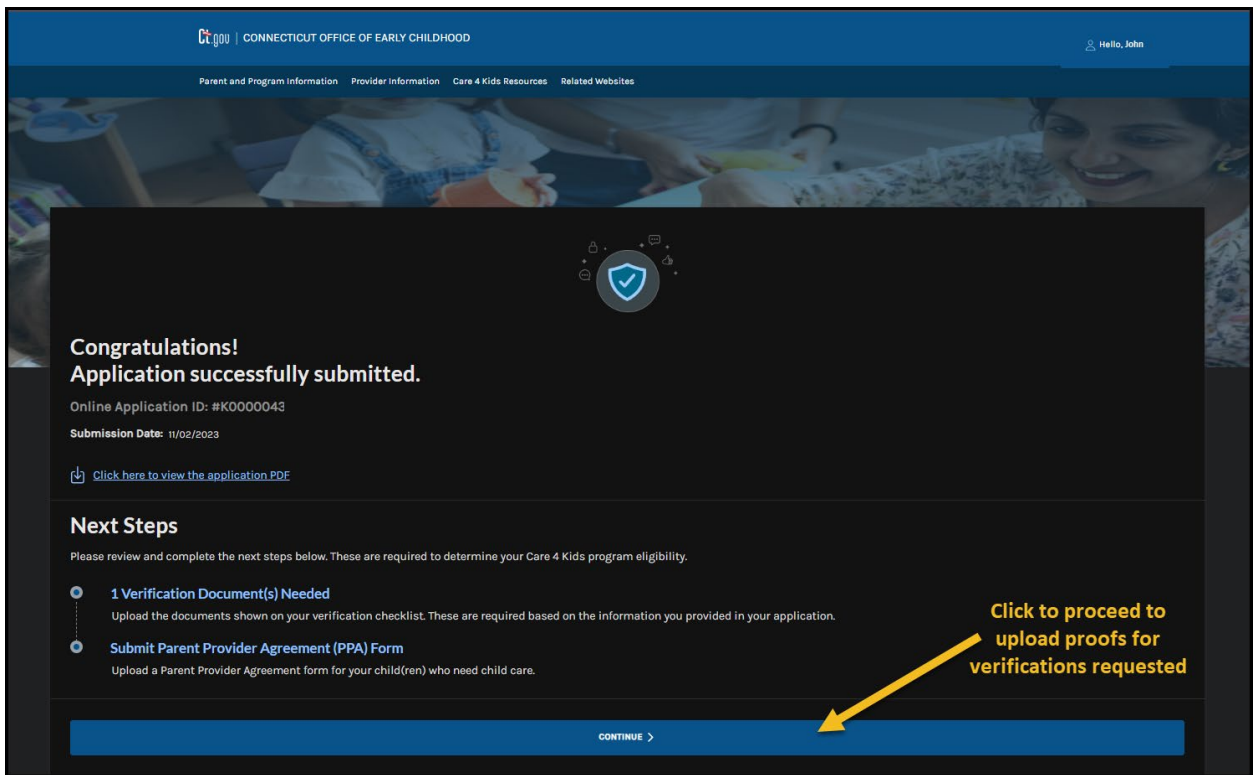
GET STARTED >

3. There are eight sections to this application, shown on the left side of screen. The system will navigate you through these sections to successfully create your application.



Care 4 Kids Parent Portal User Guide

4. After creating your application, you will receive a message that your application was successfully submitted. Click on the 'Continue' button to proceed to the next steps.



The screenshot displays the Care 4 Kids Parent Portal interface. At the top, the header includes the Connecticut Office of Early Childhood logo and the text "CONNECTICUT OFFICE OF EARLY CHILDHOOD". A user profile icon shows "Hello, John". Navigation links for "Parent and Program Information", "Provider Information", "Care 4 Kids Resources", and "Related Websites" are visible. The main content area features a dark background with a central shield icon containing a checkmark. Below this, the text reads "Congratulations! Application successfully submitted." followed by "Online Application ID: #K0000043" and "Submission Date: 11/02/2023". A link "Click here to view the application PDF" is provided. The "Next Steps" section lists two items: "1 Verification Document(s) Needed" and "Submit Parent Provider Agreement (PPA) Form". A yellow arrow points to a blue "CONTINUE >" button at the bottom of the page, with the text "Click to proceed to upload proofs for verifications requested" next to it.

CONNECTICUT OFFICE OF EARLY CHILDHOOD

Hello, John

Parent and Program Information Provider Information Care 4 Kids Resources Related Websites

Congratulations!
Application successfully submitted.

Online Application ID: #K0000043
Submission Date: 11/02/2023

[Click here to view the application PDF](#)

Next Steps

Please review and complete the next steps below. These are required to determine your Care 4 Kids program eligibility.

- 1 Verification Document(s) Needed
Upload the documents shown on your verification checklist. These are required based on the information you provided in your application.
- Submit Parent Provider Agreement (PPA) Form
Upload a Parent Provider Agreement form for your child(ren) who need child care.

Click to proceed to upload proofs for verifications requested

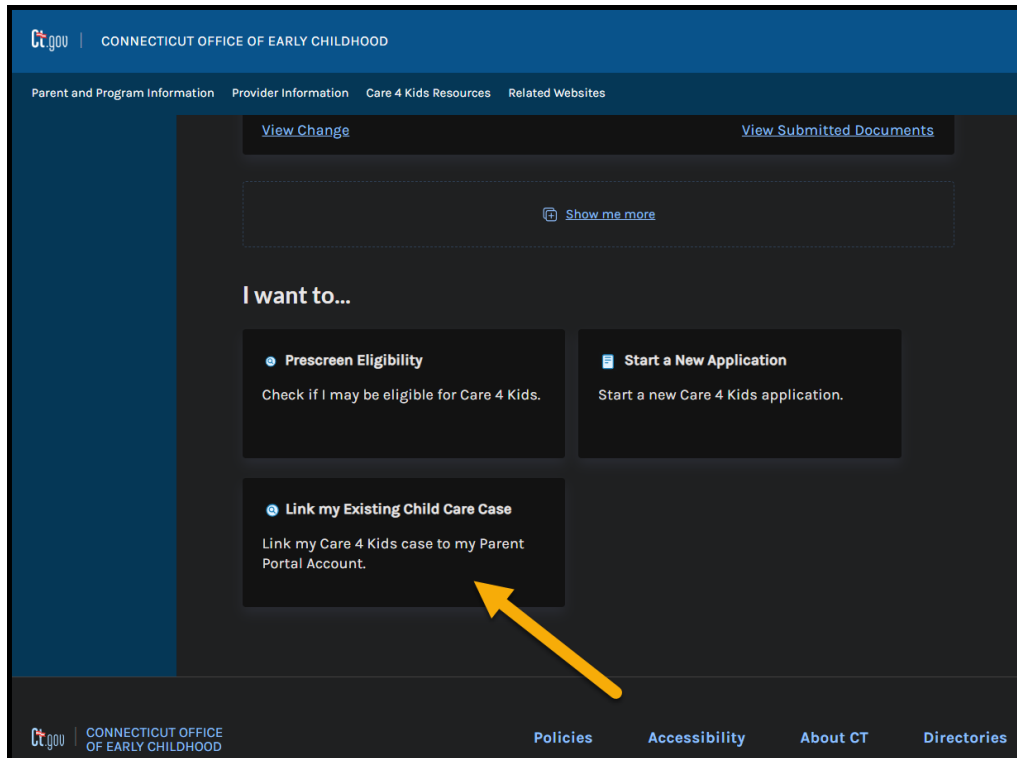
CONTINUE >

- From the dropdown field, select the submitted application. The system will automatically display the verifications required.

The screenshot displays the 'View/Upload Documents' interface. At the top, there is a navigation bar with the Connecticut Office of Early Childhood logo and the user's name 'Hello, John'. Below this, a secondary navigation bar lists 'Parent and Program Information', 'Provider Information', 'Care 4 Kids Resources', and 'Related Websites'. The main content area is titled 'View/Upload Documents' and features two tabs: 'UPLOAD' and 'SUBMITTED'. A dropdown menu is set to 'Submitted' and shows 'Online Application ID: K0000043 - Submitted'. Below the dropdown, instructions state: 'Please select the case/application for which you are uploading your documents.' and 'Upload documents needed for Application K0000043. Select an item from the list below to get started.' The user's name 'John Doe' is displayed. Three document categories are listed: 'Proof of ABCXYZ Employment Income' (with a sub-note: 'This can be a copy of your most recent pay stubs received in the last 30 days or a letter from your employer.'), 'Parent Provider Agreement' (with a sub-note: 'Fill out this form for each provider which your children will be attending.'), and 'Additional Documents' (with a sub-note: 'Upload Other Documents' and 'Want to upload a document that is not on this list?'). A callout box on the right contains a document icon and the text: 'Select an item from the list on the left to get started.' Two yellow arrows point from this callout to the dropdown menu and the document list, with the text: 'Select the application that was submitted' and 'These are examples of the verifications that an applicant is required to provide'.

Steps to Link your Parent Portal Account to your Care 4 Kids case if you already have a Care 4 Kids Case Number

1. Log in to your Parent Portal Account.
2. On the Dashboard, scroll down to bottom of the screen. Click the section 'Link my Existing Child Care Case.'



3. Enter your first name, last name, your date of birth and your Care 4 Kids case number in the four fields on the pop-up screen (Your case number can be found on a notice you received from Care 4 Kids). Then click 'Submit.'

The screenshot shows a dark-themed pop-up window titled "Link your Care 4 Kids Case to Parent Portal" with a close button (X) in the top right corner. The window is set against a background of the Connecticut Office of Early Childhood website, which includes the logo "Ct.gov" and the text "CONNECTICUT OFFICE OF EARLY CHILDHOOD" in the top left. A sidebar on the left contains the text "Parent and Program Infor".

Below the title, there is a paragraph of instructions: "In order to link your case to your Parent Portal Account, you must provide the below information about your case and successfully verify your identity to gain access to managing your Care 4 Kids case online. If you experience any issues, please contact Care 4 Kids at (888) 214-5437 to help link your Care 4 Kids case."

The form is titled "Applicant Information/Head of Household Details:" and includes a note: "Fields marked by * are required".

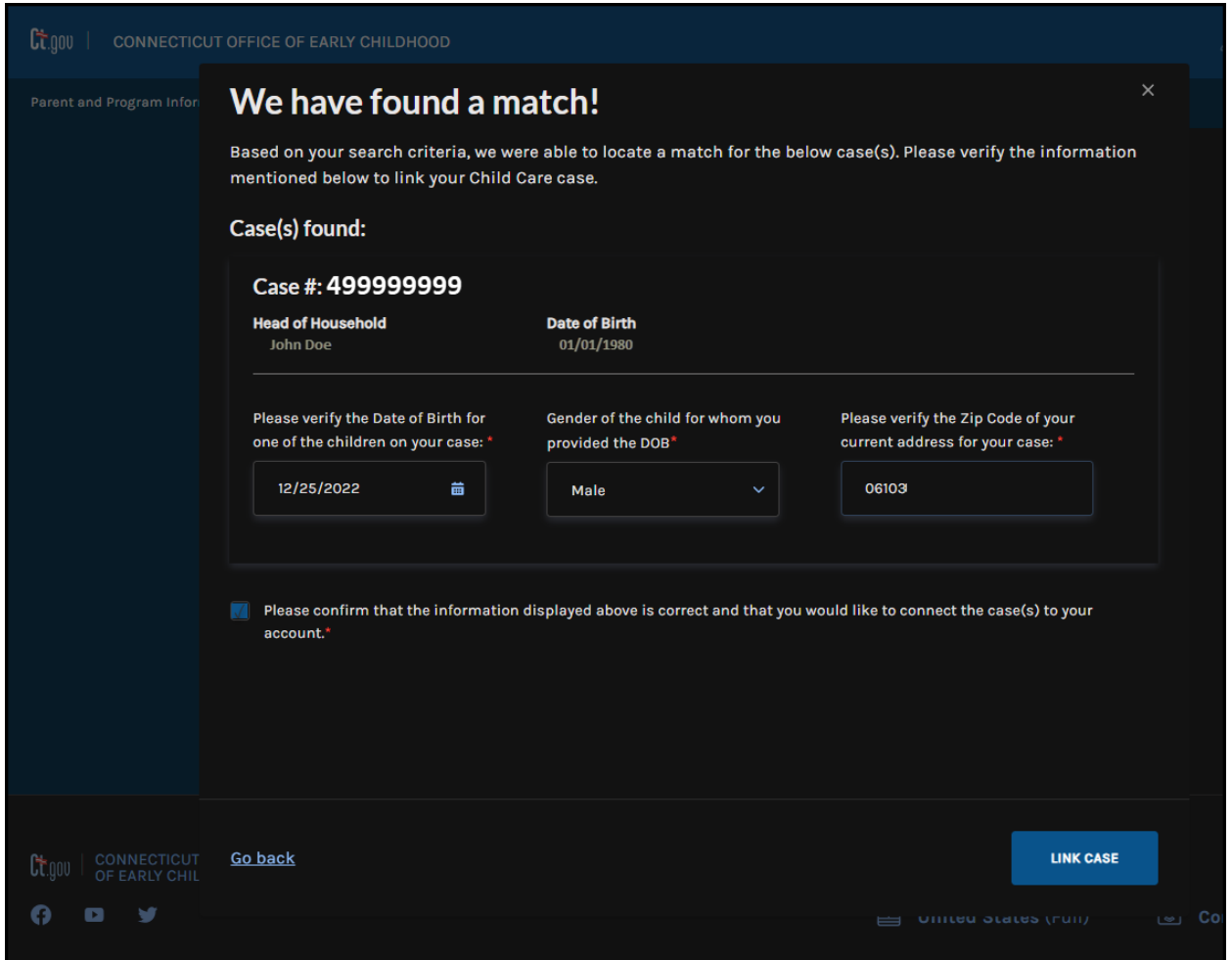
The form contains four input fields:

- First Name ***: A text input field containing the value "John".
- Last Name ***: A text input field containing the value "Doe".
- Date of Birth ***: A date picker input field showing "01/01/1980" with a calendar icon to its right.
- Care 4 Kids Case Number ***: A text input field containing the value "499999999".

At the bottom of the form, there are two buttons: a "Cancel" button on the left and a blue "SUBMIT" button on the right.

At the bottom of the page, there is a footer with the "Ct.gov" logo and "CONNECTICUT OFFICE OF EARLY CHILDHOOD" on the left, and navigation links for "Policies", "Accessibility", "About CT", and "Directories" on the right.

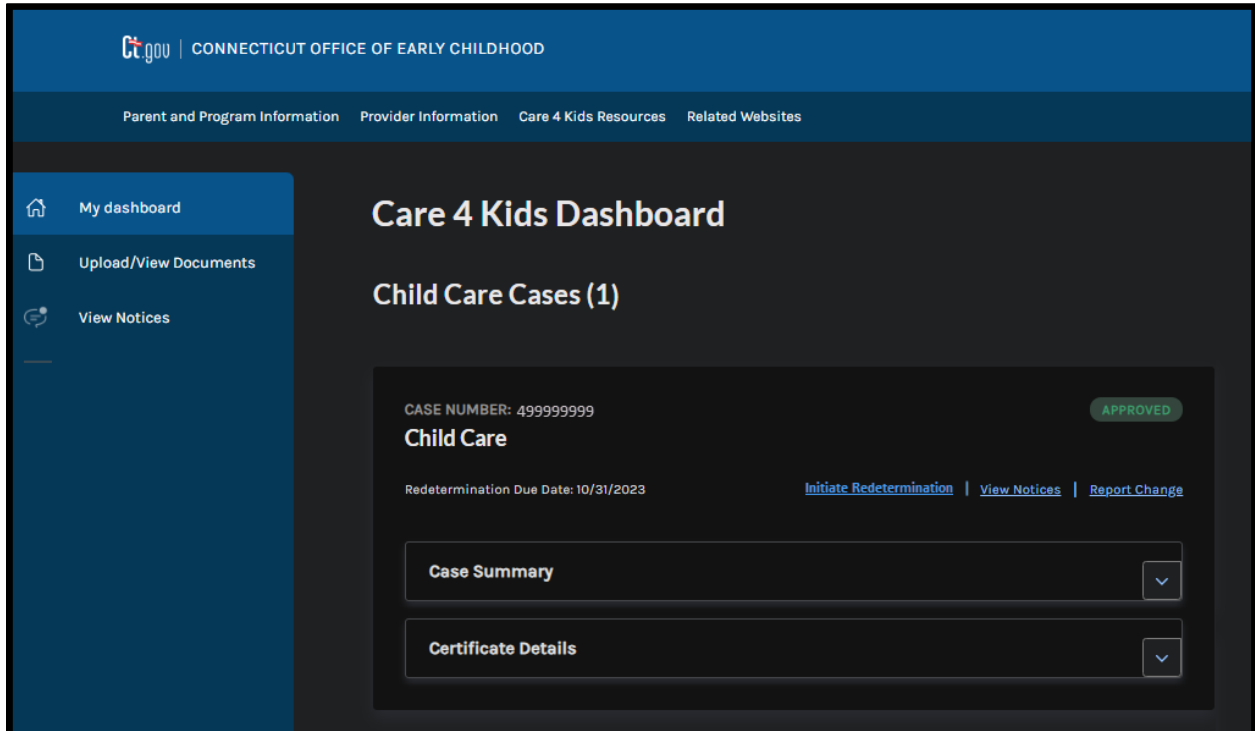
4. If all information entered matches our records, we will ask you to confirm. You can do this by entering your child’s date of birth, your child’s gender, and the zip code of the residential address on your case.



5. Click 'Link Case.'

If the information you have provided matches your case, the system will navigate you back to the dashboard screen (below) where you can view your case. You will see links to available case actions that you can perform.

If you are unable to get your case linked, please recheck that the information you are providing is accurate. You can also contact Care 4 Kids at (888) 214-5437 to help you with case linking.



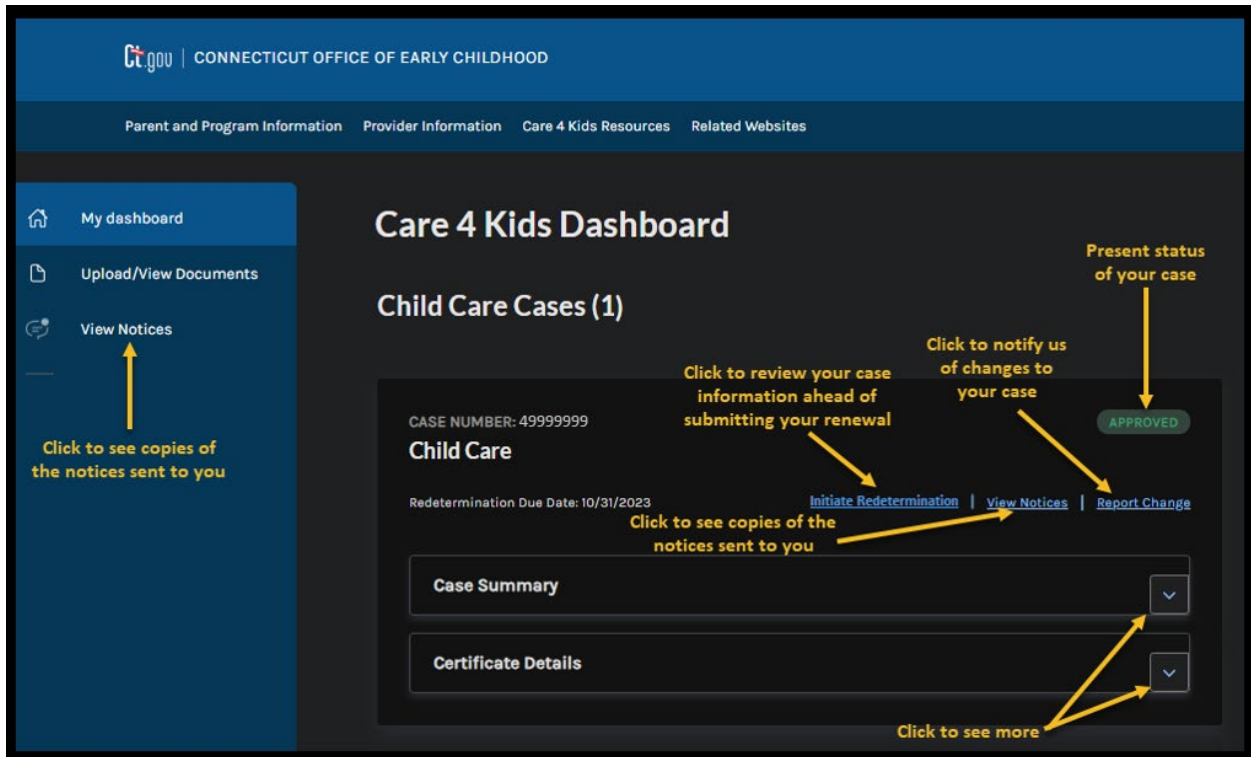
Once you have linked your case, what's next?

If you have more than one case, you can proceed to repeat the same process and link your other case(s) to your account.

Each linked case will display in a condensed format for your easy viewing. You can expand on each section if you would like to see more.

Note, not all links will always be available. For example, 'Initiate Redetermination' is only available if your case has ongoing benefits, and your eligibility end date is within 60 days. This link provides you access to renew your benefits for the following year to avoid breaks in your coverage.

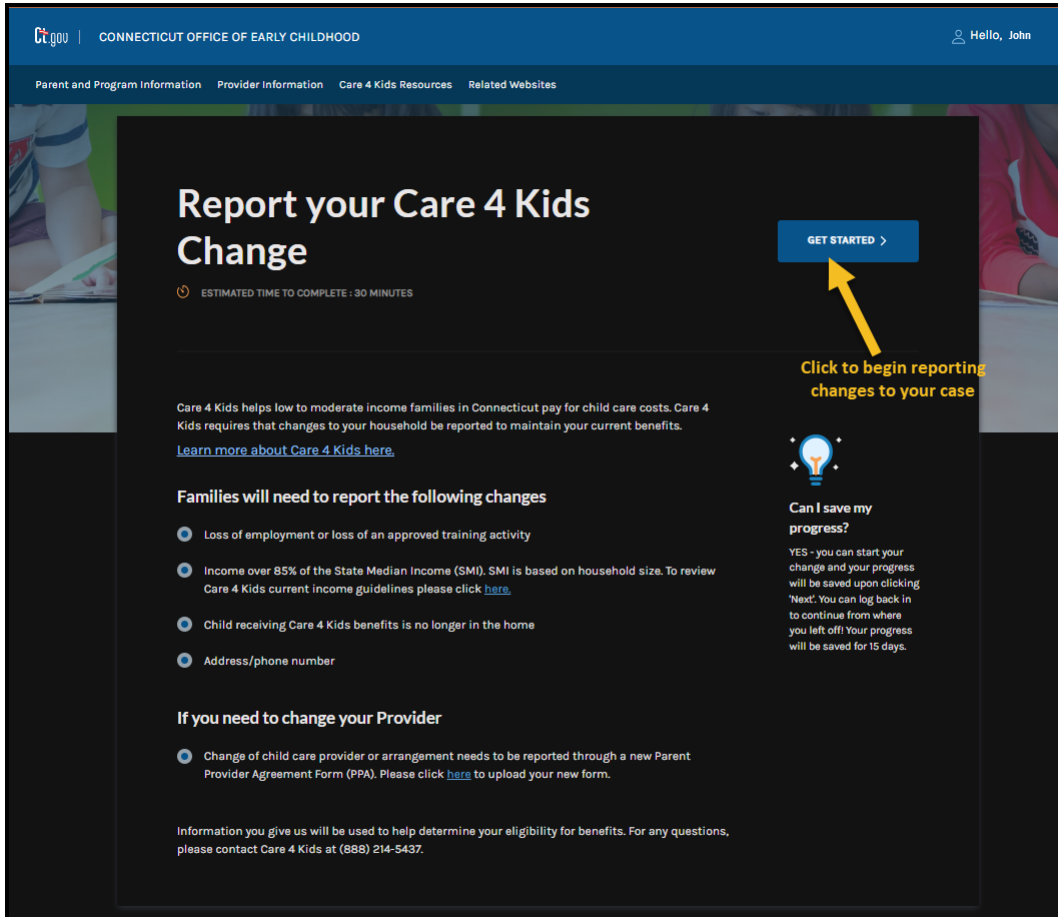
Quick reference of your linked case features available:



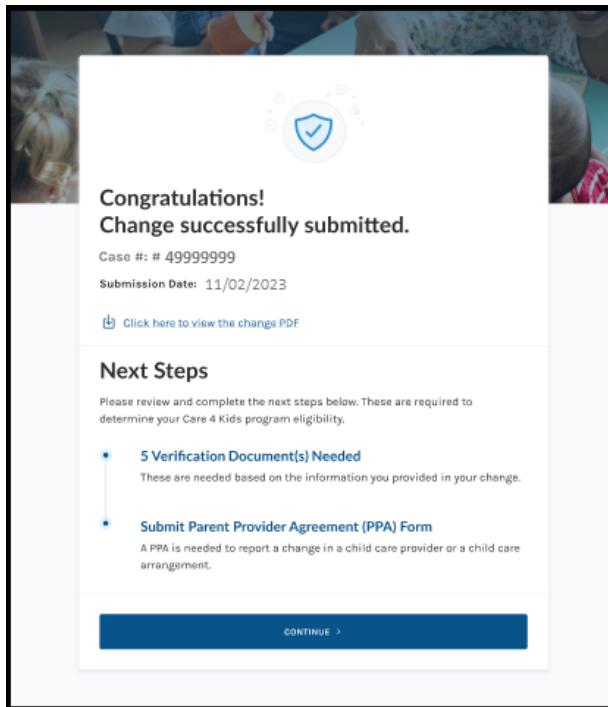
Based on the link you click, see below for more details.

If you clicked 'Report Change'

1. Clicking on 'Report Change' will take you to a screen where you will find information about reporting changes. To begin reporting changes to your case, click on 'Get Started.' You should notify us of changes to your case. Examples of changes include updates to your income, change in your address, new household members, etc.



2. After submitting your change successfully, you will receive the message shown below with next steps to upload required verifications to complete your case change.



If you clicked 'Initiate Redetermination'

1. Clicking 'Initiate Redetermination,' will take you to a screen that allows you to start your Redetermination by clicking 'Get Started'.

Get Started on your Care 4 Kids Redetermination

ESTIMATED TIME TO COMPLETE : 30 MINUTES

Care 4 Kids helps low to moderate income families in Connecticut pay for child care costs. Care 4 Kids requires families to submit a Redetermination form every 12 months to receive continued benefits.

[Learn more about Care 4 Kids here.](#)

More about the Care 4 Kids (Child Care Assistance)

- Parents of the child(ren) needing care who live at home must be working, in an approved training activity, or going to school and not available to provide care.
- Parents income must be less than 65% of the State Median Income (SMI) for new applications.
- Child(ren) needing care must have required immunizations.
- Child(ren) needing care must be under the age of 13 or under the age of 19 if the child has special needs.
- Child(ren) needing care must be a U.S. Citizen or an immigrant with qualifying status.

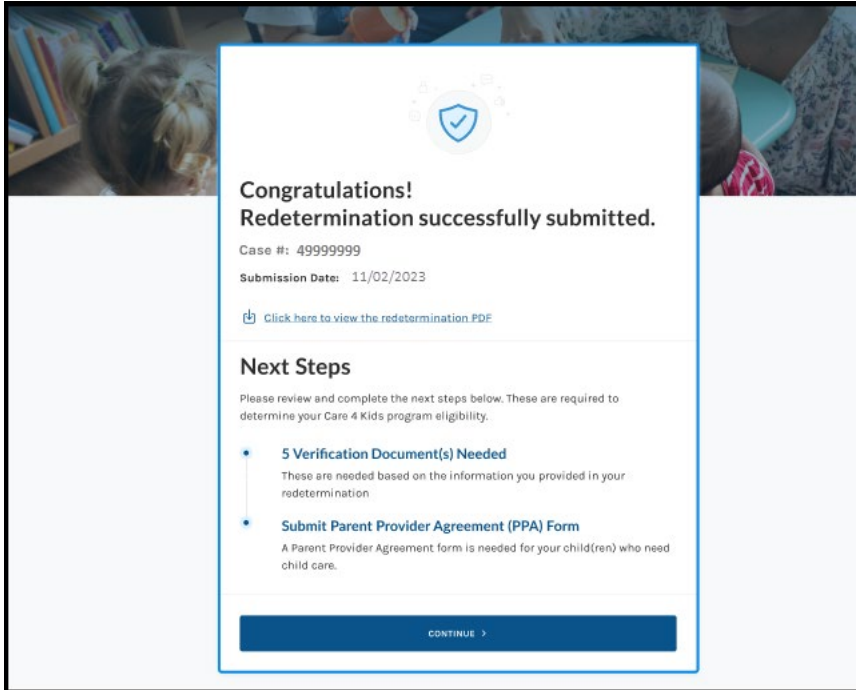
Information you give us will be used to help determine your eligibility for benefits. For any questions, please contact Care 4 Kids at (888) 214-5437.

Can I save my progress?

YES - you can start your redetermination and your progress will be saved. You can log back in to continue from where you left off! Your redetermination draft will be saved until the end of your current eligibility.

Click to begin your redetermination

2. After submitting your redetermination successfully, you will receive the message shown below with next steps to upload required verifications to complete your redetermination.



Care 4 Kids Parent Portal User Guide

View Notices from Care 4 Kids

The View Notices from Care 4 Kids screen allows you to see notices that were sent for your case. If you have more than one linked case, you will see them listed under the case filter. When you click on 'Document,' the notice will open in a new tab on your browser. Once opened, you can choose to download the notice or close the tab.

View Notices from Care 4 Kids

Filters

Notices

Case Number

- #1234567890
- #1234567891
- #1234567892
- #1234567892

[Show more \(3\)](#)

Notice Type

- Award Letter
- Bank Statement
- Business Records
- Certificate

[Show more \(20\)](#)

Year

- 2023
- 2022
- 2021
- 2020

[Show more \(2\)](#)

Sort by: Newest to oldest

Child Care Certificate Notice Date: 10/04/2023	Case Number: 600000001	Document
Redetermination Notice Notice Date: 09/04/2023	Case Number: 600000001	Document
Special Mailing Notice Notice Date: 09/01/2023	Case Number: 600000001	Document
Notice of Discontinuance Notice Date: 07/10/2022	Case Number: 600000001	Document
Notice of Program Eligibility Notice Date: 07/10/2022	Case Number: 600000001	Document
Notice of Denial of Supplement Payments Notice Date: 07/10/2022	Case Number: 600000001	Document
Notice of Denial Notice Date: 07/10/2022	Case Number: 600000001	Document
Child Care Certificate Cancellation Notice Date: 11/30/2021	Case Number: 600000001	Document

1 2 3 4 ... 10 Next >

Any Questions?

If you have any questions or need additional guidance on using the Parent Portal, please call (888) 214-5437.