

CAA Application Instructions

STEP 1: APPLY

- Click the “Apply Now” button on the DCS website. <https://dcs.az.gov/fosterfunds>

STEP 2: CREATE NEW ACCOUNT

- Fill in Required Fields (if new applicant)
- First and Last Name, Address, Best Contact Phone, Contact Email, Create a new password, and then click Create Account

STEP 3: SIGN IN

- Sign in using email and password

STEP 4: CLICK “ADD YOUTH” AND COMPLETE THE FORM

- Fill in Required Fields
- Relationship to applicant, full name, date of birth, last 4 of SSN, and then click submit
 - Note: If youth is not between the ages of 14-27 you will receive an error message.

STEP 5: CLICK “ADD REQUEST” AND FILL OUT “FUNDING REQUEST – STEP 1”

- Fill in Required Fields
 - Confirm that your contact info is correct
 - Fill out the general funding information section
 - Select youth receiving funds under the drop down
 - Select Category type (View [additional category criteria](#))
 - Depending on selection, vendor information below will be required.
 - Describe the need
 - Enter amount requested
 - Click Continue to Documentation

STEP 6: FILL OUT “FUNDING REQUEST – STEP 2”

- Upload any required documentation
 - List out Document Name
 - Click “Choose File” to select a file from your computer or smartphone
 - Click Upload
- Click “Complete/Save Request” to complete the request

**NOTE: You will be contacted via email if additional information is needed for your application.*

STEP 7: ELIGIBILITY

- **If NOT Eligible**
 - If the youth is not eligible for funding through this application, you will receive an email notifying you of other options available.
 - **If Eligible**
 - Log back into the portal at any time to check the status of your application(s).
 - **For youth under age 21**
 - When your application is in processing status, your check will be mailed within 1 week.
 - **For youth age 21 and over**
 - When your application is in processing status, your check will be mailed within 2 weeks.
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If you have any questions, please email caafunding@AZDCS.gov and a member of our team can answer any of your questions or walk you through your eligibility and next steps!