

## 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, If a youth is applying for themselves, they will put "self" in relationship to the applicant.
- Then proceed to completing the specific information for yourself if you are the youth, or for the youth you're assisting if you are a supportive adult.
- 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](mailto:caafunding@AZDCS.gov) and a member of our team can answer any of your questions or walk you through your eligibility and next steps!