

What is the OS/ACL Child Care Subsidy Program?



On November 12, 2001, President George W. Bush signed H.R. 2590 into Public Law 107-67, which includes permanent legislation authorizing the use of appropriated funds by executive agencies to assist their lower income employees with the cost of child care.

The U.S. Food and Drug Administration (OS/ACL) is providing a Child Care Subsidy Program (CCSP) for its lower income employees to pay a part of their child

care costs. Child care subsidy payments are made directly to child care providers. **Child care subsidy payments are not made directly to employees.**

The OS/ACL CCSP is administered by First Financial Associates (FFA). FFA is responsible for reviewing new applications for the CCSP, monitoring eligibility for CCSP employees, and processing monthly CCSP payments for child care providers.

What are the Eligibility Requirements?

To be eligible to receive a child care subsidy benefit, the OS/ACL employee must meet the following requirements:

1. Must be an active full-time, employee of the OS/ACL.
2. Have a child enrolled in a licensed child care facility, or with a licensed and/or regulated child care provider (licensed and/or regulated by the state and/or local authorities where the child care services are provided).
3. Total Family Income (TFI) must not exceed \$75,000. TFI is determined by looking at the Adjusted Gross Income (AGI) on the employee's, and their spouse's (if applicable), most recent federal income tax return (IRS Form 1040, 1040A or 1040EZ).
4. The employee must be a biological parent, custodial parent or legal guardian of a child under the age of 13. However, if the child is disabled, then the child should be under the age of 18.
5. If the employee is receiving a child care subsidy from any other source, then the amount of the OS/ACL child care subsidy must be adjusted by the amount of the other subsidy.

What Amount is the Child Care Subsidy?

The amount of the child care subsidy is based on the employee's Total Family Income (TFI) and the percentage of child care costs that the OS/ACL will pay. The following table shows the percentage of child care costs that the OS/ACL will pay based on the employee's TFI.

TOTAL FAMILY INCOME (TFI)	% of CHILD CARE COSTS PAID BY CCSP
\$0 to \$30,000	50%
\$30,001 to \$40,000	45%
\$40,001 to \$50,000	35%
\$50,001 to \$60,000	25%
\$60,001 to \$75,000	20%
Over \$75,001	0%
\$0 to \$30,000	50%
\$30,001 to \$40,000	45%
\$40,001 to \$50,000	35%
\$50,001 to \$60,000	25%
\$60,001 to \$75,000	20%
Over \$75,001	0%
\$30,001 to \$40,000	45%
\$40,001 to \$50,000	35%
\$50,001 to \$60,000	25%
\$60,001 to \$75,000	20%

Who is Responsible for Paying the Difference Between the Monthly Child Care Subsidy and the Provider's Total Monthly Charges?

The OS/ACL employee is responsible for paying all monthly child care charges in excess of the monthly OS/ACL child care subsidy award amount.

How Do I Apply for the Child Care Benefit?

To apply for the OS/ACL Child Care Subsidy Program (CCSP) the OS/ACL employee must submit the following forms and supporting documentation:

- A completed and signed OS/ACL CCSP Application form (HHS-698 Form).
- A completed and signed OPM Form 1644, Child Care Provider Information Form for each child care provider.
- A copy of a birth certificate for each child under age 13 (under age 18 if disabled) who needs child care services.
- A copy of a rate sheet for each child care provider.
- If the employee is not the biological parent of the child who needs child care services, the employee must submit proof to show parental or guardian status, including: legal guardianship, adoptive parent, foster parent, step parent, etc.
- A signed copy of the employee's most recent federal income tax return (must be signed by both the OS/ACL employee & spouse, if applicable), along with a copy of all IRS Form W-2s.
- A copy of the employee's two (2) most recent Statement of Earnings & Leave (SEL) or pay statement.
- A copy of the employee's most recent SF-50, Notification of Personnel Action.
- A copy of the current child care provider license for each child care provider, or proof that they are licensed, regulated, or in compliance with the state or local guidelines for a child care provider.
- Each child care provider must complete and sign an IRS Form W-9.

Where can I get the OS/ACL CCSP Application Form, and the supporting forms?

The OS/ACL CCSP application form, Child Care Provider Information Form, and the IRS Form W-9 are all available on our website 24/7 at:

www.1stFinancialAssociates.com

How Long Will it Take to Process my OS/ACL CCSP Application?

Once a completed OS/ACL CCSP application package is submitted and received, the PSC Child Care Coordinator will process the completed application package within 10 working days of receipt.