

## Who can I Contact to ask Additional Questions About the PSC CCSP?

You may contact FFA Monday through Friday, excluding holidays, from 8:30 AM to 5:00 PM EST to ask questions about the PSC CCSP in general, and about your child care subsidy in particular. All of our contact information, including our toll-free telephone number and program email address is included on the back panel of this brochure.

## Where Should I Send my Completed PSC CCSP Application & Supporting Documentation?

Please send all application materials to the PSC Child Care Coordinator via fax or email. The fax number is: (240) 465-0217, and the email address:

[Rebecca.donnelly@psc.hhs.gov](mailto:Rebecca.donnelly@psc.hhs.gov)

## How Does My Provider Receive the Child Care Benefits Each Month?

The employee and/or the child care providers must submit a signed PSC CCSP Monthly Invoice Form each month. The PSC CCSP Monthly Invoice Form is available on our website 24/7 at:

[www.1stFinancialAssociates.com](http://www.1stFinancialAssociates.com).

The employee and the child care provider must sign and certify each invoice to confirm the following:

1. The child's attendance for each week and each month.
2. The total charges for child care services rendered during each week and the total for the month.
3. The child care provider is an eligible child care provider in accordance with the regulations and guidelines for the state or territory where the child care services are provided.

In addition, the employee must sign and certify the following:

1. The employee is still an active full-time employee with the PSC.
2. Nothing has changed in regards to their total family income that will impact their eligibility in accordance with the PSC CCSP program guidelines.

# F1RST FINANCIAL ASSOCIATES

The U.S. Department of Health and Human Services (HHS) Program Support Center (PSC) Child Care Subsidy Program (CCSP) is administered by First Financial Associates (FFA). The contact information for FFA and for information or issues related to the PSC CCSP is below.

First Financial Associates  
PSC CCSP  
7079 Hayden Quarry RD  
Lithonia, GA 30038

Toll-Free: (800) 453-8151  
Phone: (770) 484-9200  
Fax: (770) 484-9313

E-mail Address:

[PSCCCSP@1stFinancialAssociates.com](mailto:PSCCCSP@1stFinancialAssociates.com)



## U.S. Department of Health and Human Services (HHS) Program Support Center (PSC) Child Care Subsidy Program Brochure



## What is the PSC 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 Program Support Center (PSC) 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 PSC CCSP is administered by First Financial Associates (FFA). FFA is responsible for reviewing new applications for the CCSP, monitoring continued eligibility for PSC employees, and processing monthly PSC CCSP payments for child care providers.

## What are the Eligibility Requirements?

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

- Must be an active full-time employee of the PSC.
- 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).
- 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).
- 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.

- If the employee is receiving a child care subsidy from any other source, then the amount of the PSC 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 benefit is \$75 per week per child. If the amount paid for child care is less than \$75 weekly per child, the lesser amount will be covered.

The child care subsidy will be reduced by the amount the participant receives in State, county, local, or any child care subsidies or benefits from any other sources.

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

**The PSC employee is responsible for paying all monthly child care charges in excess of the monthly PSC child care subsidy award amount.**

## How Do I Apply for the Child Care Benefit?

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

- A completed and signed PSC 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 PSC employee & their 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 PSC CCSP application Form, and the supporting forms?

The PSC 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](http://www.1stFinancialAssociates.com).

## How Long Will it Take to Process my PSC CCSP Application?

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

