

Who can I Contact to ask Additional Questions About the US Mint CCSP?

You may contact FFA Monday through Friday, excluding holidays, from 8:30 AM to 5:00 PM EST to ask questions about the US Mint 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 CCSP Application and Supporting Documentation?

Please send all application materials to the mailing address on the back panel. Also, you may email documents to FFA at the program email address.

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

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

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 provider in accordance with the CCSP program guidelines for the state or territory where the child care services were provided.

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

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

FIRST FINANCIAL ASSOCIATES

The United States Mint (US Mint) 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 US Mint CCSP is below.

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

Toll-Free: (800) 853-4151
Phone: (770) 484-9200
Fax: (770) 484-9313

E-mail Address:

USMintCCSP@1stFinancialAssociates.com



United States Mint

Child Care Subsidy Program Information Brochure



What is the US Mint 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 United States Mint (US Mint) 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 US Mint CCSP is administered by First Financial Associates (FFA). FFA is responsible for processing new applications for the CCSP, determining eligibility for US Mint employees, and processing CCSP payments for child care providers.

What are the Eligibility Requirements?

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

1. Must be an active full-time U.S. Mint employee, permanent and seasonal.
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 \$60,000. TFI is determined by looking at the Adjusted Gross Income (AGI) on the employee's, and their spouse (if applicable), most recent federal income tax return (IRS Form 1040, 1040A or 1040EZ).
4. The employee must be a parent or legal guardian of a child (biological child, adopted child, step child, foster child, etc.) under the age of 13. However, if the child is disabled, then up to age 18.
5. The employee must not be receiving a child care subsidy from any other source.



What Amount is the Child Care Subsidy?

The amount of the monthly child care subsidy is 90% of total child care costs for child care services rendered. The US Mint employee is responsible for paying 10% of total child care costs each month.

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

The US Mint employee is responsible for paying all child care charges in excess of the child care subsidy amount.

How Do I Apply for the Child Care Benefit?

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

1. A completed and signed US Mint CCSP Application form.
2. A completed and signed OPM Form 1644, Child Care Provider Information Form for each child care provider.
3. A copy of a birth certificate for each child under age 13 (18 and under if disabled) who needs child care services.
4. 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, judicial determination, adoptive parent agreement, or foster parent agreement.
5. A signed copy of the employee's most recent federal income tax return.
6. A copy of the employee's two (2) most recent Statement of Earnings & Leave (SEL).
7. A copy of the employee's most recent SF-50, Notification of Personnel Action.
8. 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.
9. A signed and completed IRS Form W-9 for each child care provider.

Where can I get the US Mint CCSP application Form, and the supporting forms?

The US Mint 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 CIA CCSP Application?

Once a completed US Mint CCSP application package is submitted and received, FFA will process the completed application package within 10 working days of receipt.

