

# FEEA/FCCS Childcare Subsidy Program



[www.FEEA.org](http://www.FEEA.org)

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## General Program Policies

The cost of childcare often represents a significant portion of an employee's take-home pay. This is especially true for those with lower incomes. FEEA and our wholly owned subsidiary, FEEA Childcare Services, Inc., (FEEA/FCCS) partner with nearly twenty federal agencies to administer a Congressionally-authorized childcare subsidy program. The law, enacted in 2001, confers regulatory authority on OPM for agencies' use of appropriated funds for childcare costs for lower-income Federal employees.

Please see the agency specific chapters of this handbook regarding specific eligibility, subsidy amounts, polices, and any supplemental application materials required for individual agencies. The program only covers childcare costs and not private school tuition, registration costs, or other fees.

Please submit invoices, childcare subsidy program applications, provider changes or other questions or correspondence to [childcare@feea.org](mailto:childcare@feea.org). Please refrain from sending documents by fax or mail to the extent possible as this greatly slows processing.

Please send us your documents only one time. Sending the same documents through multiple channels (ie by both email and fax) slows down processing and our ability to reimburse you in a timely manner.

**How to apply to the program:** Each applicant is required to submit the following materials to [childcare@feea.org](mailto:childcare@feea.org):

- Childcare Subsidy Application Form ([OPM 1643](#))
- Childcare Provider Information Form ([OPM 1644](#))
- Two most recent pay statements for each parent or guardian (in household)
- A copy of the most recent Federal Income Tax Return for each parent or guardian (in household)
- A copy of the childcare provider's current license or state of compliance with State and/or local child care regulations.
- A copy of the provider fee schedule.

**Renewing participation each April:** Each year, by April 15, existing participants must submit updated pay statements, tax returns(s), and provider fee schedules as well as an updated provider license if it is expired or expiring.

**How subsidies are calculated and invoiced:** To ensure subsidies are made and reported in a timely manner to the Federal Agencies, invoices must be returned to [childcare@feea.org](mailto:childcare@feea.org) no later than the 15<sup>th</sup> of each month after the month services are incurred. Invoices must show the full childcare costs for the month and may not be submitted prior to the last Friday of the month in which childcare costs are incurred.

**How childcare providers are paid:** Childcare providers are paid directly, after receipt and approval of the prior month's invoice, by Automatic Clearing House (ACH) electronic payments from FEEA or FCCS. Accurate and signed provider invoices will generally be paid within 10 business days of receipt. Please do not call or email to check on the status of a childcare provider's payment until after 10 business days have passed. As a reminder, this is a reimbursement program, and participants are expected to pay the entire bill to their childcare provider in advance; the subsidy payment will be provided after the completed month and receipt of invoice. FEEA/FCCS does not reimburse for late fees to childcare providers. Childcare providers should complete the ACH authorization form at the end of this section of the manual and return it to [childcare@feea.org](mailto:childcare@feea.org) to ensure prompt processing of payment.

**How to process a childcare provider change:** If you change childcare providers after starting the program, you must immediately submit the following to [childcare@feea.org](mailto:childcare@feea.org):

- The last date your child will/did attend the old childcare provider and the first date your child will/did attend the new childcare provider
- Childcare Provider Information Form (OPM 1644) for the new provider
- A copy of the new provider's current license or state of compliance with State and/or local child care regulations
- A copy of the new provider's fee schedule

You must also ensure the new provider completes the ACH authorization form included in the packet and returns it promptly to [childcare@feea.org](mailto:childcare@feea.org). Failure to complete all steps in a timely manner will result in an interruption of your subsidy payments.

**How do childcare providers receive their 1099s:** Each January FEEA/FCCS will prepare 1099s for individual childcare providers denoting the subsidy income received for the prior tax year.

All of the agency specific criteria and policies are subject to change. FEEA is not responsible for errors or omissions in this guide as agencies change their policies frequently.

\*\*\*\*\*EJ KNF ECTG'RTQXKf GT  
ACH CREDIT/DEBIT AUTHORIZATION FORM

I (we) \_\_\_\_\_ hereby authorize FEEA"qt"HEEU to initiate entries to my (our) checking/savings accounts at the financial institution listed below (THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until FFEA"qt"HEEU is notified by me (us) in writing to cancel it in such time as to afford FEEA"cpf"HEEU and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

\_\_\_\_\_  
(Name of Ej knf ectg'Rtqxkf gt)'Financial Institution)

\_\_\_\_\_  
(Address of Financial Institution - Branch, City, State, & Zip)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Ej knf ectg'Rtqxkf gt)'Signature)

\_\_\_\_\_  
(Ej knf ectg'Rtqxkf gt)'Name - PLEASE PRINT)

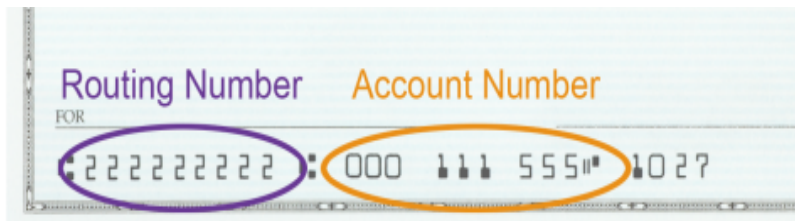
\_\_\_\_\_  
(Ej knf ectg'Rtqxkf gt)'Address - PLEASE PRINT) (Childcare Provider Phone Number)

**PARENT NAME:** \_\_\_\_\_

Financial Institution Routing Number: \_\_\_\_\_

Checking/Savings Account Number: \_\_\_\_\_

These numbers are located on the bottom of your check as follows:



## CDC – Centers for Disease Control and Prevention

**Eligibility:** Civil service employees and commissioned corps officers nationwide working a full- or part-time schedule may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the beginning of the month in which your complete application is received.

Total Family	Subsidy
Over \$75,000	0%
\$60,000-\$75,000	30%
\$45,000-\$59,999	40%
Under \$45,000	50%

A benefit cap of \$5,000 per family will apply to the amount of subsidy payable. Benefits provided will be reduced by the amount of other State or local childcare subsidies received.

## CSOSA – Court Services and Offender Supervision Agency for the District of Columbia

**Eligibility:** Full- or part-time CSOSA and PSA employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family Income of \$81,999 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the Federal IRS tax forms as their Total income (line 22 on IRS Form 1040, line 15 on IRS form 1040A).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18)
- You may become eligible for the program as early as the beginning of the month in which your application is received.

<b>Total Family</b>	<b>Subsidy</b>
Over \$81,999	0%
\$68,000-\$81,999	15%
\$58,000-\$67,999	25%
\$48,000-\$57,999	35%
\$38,000-\$47,999	45%
Under \$38,000	55%

### **EPA – Environmental Protection Agency**

**Eligibility:** Full-time and part-time permanent EPA employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the Monday following the date in which your complete application is received.

<b>Total Family</b>	<b>Subsidy</b>
Over \$75,000	0%
\$51,000-\$75,000	25%
\$36,000-\$50,999	45%
Under \$36,000	65%

Benefits provided will be reduced by the amount of other State or local childcare subsidies received.

## HRSA – Health Resources and Services Administration

### Eligibility:

- Total family income of \$75,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center -based or home-based and includes daytime summer programs and before and after school programs as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- HRSA employees may become eligible for the program as early as the Monday following the date of receipt of a complete application.

<b>Total Family</b>	<b>Not to Exceed</b>
Over \$75,000	\$0 per wk per child
\$70,001-\$75,000	\$50 per wk per child
\$61,001-\$70,000	\$55 per wk per child
\$54,001-\$61,000	\$60 per wk per child
\$47,001-\$54,000	\$65 per wk per child
\$40,001-47,000	\$70 per wk per child
Under \$40,000	\$75 per wk per child



## HUD – Housing and Urban Development

### AFGE UNION Employees:

Eligibility:

- Total family income of \$75,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income.
- Childcare may be full or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).

Total Family Income	Subsidy %	Monthly Max – 1 Child	Monthly Max – 2 Children
\$0-\$40,000.99	90%	\$700.00	\$825.00
\$40,001-\$50,000	70%	\$550.00	\$675.00
\$50,001-\$60,000	50%	\$525.00	\$650.00
\$60,001-\$75,000	40%	\$475.00	\$600.00

### NON-BARGAINING UNIT Employees:

Eligibility:

- Total family income of \$69,999 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income.
- Childcare may be full or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).

Total Family Income	Subsidy %	Monthly Max – 1 Child	Monthly Max – 2 or more Children
\$0-\$25,000	90%	\$525.00	\$630.00
\$25,001-\$29,999	70%	\$550.00	\$675.00
\$30,000-\$39,999	60%	\$370.00	\$475.00

\$40,000-\$49,999	50%	\$335.00	\$440.00
\$50,000-\$59,999	40%	\$230.00	\$335.00
\$60,000-\$69,999	30%	\$130.00	\$235.00

### MINT – U.S. Mint

**Eligibility:** Permanent full-time employees or seasonal employees. Excludes Part-time employees. U.S. Mint employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$60,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the first of the month in which your complete application is received.

Total Family	Subsidy %
Up to & including \$60,000.00	90%
Up to & including \$999,999.00	0%

### NIH – National Institutes of Health

**Eligibility:**

- Be an eligible NIH employee (Civil Service) with dependent children living in your home from birth under the age of 13, or children who are disabled and under age 18.
- Have a total adjusted household income of \$75,000 per year or less. (Refers to total adjusted household income on IRS Tax Return: Form 1040 line 37 and Ez Form 1040 line 4)
- Use care that is licensed and or regulated by state and or local authorities.
- Work full-time.
- In two parent families:
  - The NIH employee must be working full-time and the spouse of the NIH employee is working at least 30 hours per week; or

- The NIH employee must be working full-time and the spouse of the NIH employee is a documented full-time student.
- Completed applications will be accepted in the order they are received, and approved applications will be effective at the beginning of the month in which they are received.
- NIH contractors and fellows are not eligible for this program by Federal law.
- Complete the required NIH supplemental application.
  - [NIH Application](#)

Total Family	Subsidy
Over \$75,000	0%
\$65,001-\$75,000	30%
\$50,001-\$65,000	50%
Under \$50,001	60%

This program includes a cap of \$5,000 per family per year, and the participant's subsidy under this plan will be reduced by the amount of other state or local childcare subsidies received by the participant.

### **NLRB – National Labor Relations Board**

**Eligibility:** All full-time and regular part-time bargaining unit employees may be eligible under the following criteria and policies:

- Total family income of \$65,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 13 (under the age of 14) and disabled children through the age of 18 (under the age of 19).
- NLRB employees may be eligible for the program as early as the Monday of the week your application is received.

Total Family	Not to Exceed
Over \$65,000	\$0 per week per family
\$50,001-\$65,000	\$25 per week per family
\$46,001-\$50,000	\$40 per week per family

\$41,001-\$46,000	\$50 per week per family
\$38,001-\$41,000	\$65 per week per family
\$34,001-\$38,000	\$75 per week per family
Under \$34,001	\$90 per week per family

### NSF – National Science Foundation

**Eligibility:** NSF civil service employee either full-time or part time may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$90,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center -based or home-based and includes daytime summer programs and before and after school programs as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- NSF employees may become eligible for the program as early as the Monday following the date of receipt of a complete application.
- IPA's are not considered eligible employees.

Total Family	Subsidy	Not to Exceed
Over \$90,000	0%	\$200 per wk per employee
\$75,001-\$90,000	25%	\$200 per wk per employee
\$60,001-\$75,000	40%	\$200 per wk per employee
\$50,001-\$60,000	50%	\$200 per wk per employee
\$40,001-\$50,000	60%	\$200 per wk per employee
\$30,001-\$40,000	75%	\$200 per wk per employee
Under \$30,000	90%	\$200 per wk per employee

A benefit cap of \$10,400 per family will apply to the amount of subsidy payable. Benefits provided will be reduced by the amount of other State or local childcare subsidies received.

### OPM – Office of Personnel Management

**Eligibility:** Full-time OPM employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$60,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the Monday following the date of postmark of a complete application.

Total Family	Subsidy
Over \$60,000	0%
\$55,000-\$60,000	25%
\$40,000-\$54,999	40%
Under \$40,000	70%

### PBGC – Pension Benefit Guarantee Corporation

**Eligibility:** All full-time PBGC employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$76,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the beginning of the month in which your complete application is received.

Total Family Income	Subsidy Amount – 1 Child	Subsidy Amount – 2 or more children
Under \$76,000	\$400.00/month	\$600.00/month

These amounts are per family per month. Benefits provided will be reduced by the amount of other State or local childcare subsidies received. However, paid amounts may not exceed the actual childcare provider expenses incurred.

### **STATE – U.S. Department of State**

**Eligibility:** Full-time and part-time domestic-based Department of State employees. Department of State employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the first of the month in which your completed application is post-marked.

<b>Total Family</b>	<b>Subsidy</b>
Over \$75,000	0%
\$60,000-\$75,000	20%
\$45,000-\$59,999	40%
Under \$45,000	60%

### **USAID – U.S. Agency for International Development**

**Eligibility:** Full-time permanent USAID employees may be eligible to receive a subsidy if under the following criteria and policies:

**Note:** For those serving overseas, the International program for a childcare subsidy will have slightly different procedures. We are currently working on the protocols for this. As soon as possible, staff will be notified of the availability of the International program.

- Total family income of \$89,900 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full-time or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.

- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- USAID employees may become eligible for the program as early as the beginning of the month following the date in which your complete application is received.
- Complete the required supplemental USAID application.

<b>Total Family</b>	<b>Subsidy</b>
Over \$89,000	0%
\$80,000-\$89,000	20%
\$60,000-\$79,999	40%
Under \$60,000	60%

Benefits provided will be reduced by the amount of other state or local childcare subsidies received.



**United States Agency for International Development (USAID or the Agency) Child Care Subsidy Program Application**

Employee Name: \_\_\_\_\_

Operating Unit: \_\_\_\_\_

Work/Location Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I, \_\_\_\_\_, understand the following USAID Child Care Subsidy policies:

1. The USAID Child Care Subsidy Program is operated on a first-come, first-served basis. If the program administrator determines that all agency funds for the current fiscal year have been committed, newly completed applications will be placed on a waiting list in the order of the date they are received.
2. Monthly subsidy invoices must be turned in to FCCS within 60 days of the last day of the month care was provided in order to receive reimbursements. Example: Invoice dated January 31 needs to be to FCCS no later than March 31.
3. Participants are required to re-apply annually according to written instructions from the Subsidy Administrator.
4. Subsidy benefits terminate immediately for participants who leave the employment of USAID.



5. Participants who leave the employment of USAID are required to notify FCCS and their Child Care provider immediately.
6. Participants, who fail to notify FCCS of their termination of employment at USAID, and continue to receive payments, will be required to re-pay the government.
7. Knowingly making false or fraudulent statements on any of the Child Care Subsidy forms or documents are grounds for immediate termination of subsidy benefits. USAID employees who knowingly make false or fraudulent statements are subject to criminal prosecution and punishment including a fine, imprisonment, or both. In addition, USAID employees may be subject to administrative punishment, including the termination of federal employment (U.S. Code, title 18, section 1001).

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Signature

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Date

**USDA REE – U.S. Department of Agriculture Research, Education and Economics**

**Eligibility:** All ARS, ERS, and NIFA employees may be eligible to receive a under the following criteria and policies:

- Total family income of \$60,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Hold a permanent or temporary position with an appointment that lasts more than one year. Both full-time and part-time employees are eligible.
- EXCLUDED from this program are intermittent employees, contractors, and temporary employees with a not-to-exceed date (NTE) of less than one year. Employees in this last category whose appointments are extended may apply upon the one-year extension.
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the Monday following the date in which your complete application is received.

<b>Total Family</b>	<b>Subsidy</b>	<b>Maximum Monthly Subsidy per</b>
Over \$60,000	0%	\$0
\$51,001-\$60,000	20%	\$200
\$39,000-\$51,000	30%	\$300
Under \$39,000	50%	\$500

Benefits provided will be reduced by the amount of other State or local childcare subsidies received.