

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

You may contact FFA Monday through Friday, excluding holidays, from 8:30 AM to 5:00 PM EST to ask questions about the DOL 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 or fax documents to FFA at the program email address and fax number listed.

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

The employee and/or the child care providers must submit a signed DOL CCSP Monthly Invoice Form each month. The DOL 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 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 or part-time permanent employee with the DOL.
2. Nothing has changed in regards to their total family income that will impact their eligibility in accordance with the DOL CCSP program guidelines.

F1RST **FINANCIAL ASSOCIATES**

The U.S. Department of Labor (DOL) 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 DOL CCSP is below.

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

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

E-mail Address:



U.S. Department of Labor (DOL) Child Care Subsidy Program Information Brochure



What is the DOL 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. Department of Labor (DOL) 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 DOL CCSP is administered by First Financial Associates (FFA). FFA is responsible for processing new applications for the CCSP, determining eligibility for DOL employees, and processing monthly CCSP payments for child care providers.

What are the Eligibility Requirements?

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

1. Must be an active full-time, or part-time permanent employee of the DOL.
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 \$79,999. 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 DOL child care subsidy must be adjusted by the amount of the other subsidy.

What Amount is the Child Care Subsidy?

The amount of the monthly child care subsidy is up to 75% of total child care costs for child care services rendered, depending upon total family income (TFI). Please see the Table below:

TOTAL FAMILY INCOME (TFI)	% of TOTAL CHILD CARE COSTS PAID BY DOL	MONTHLY SUBSIDY MAX CAP
Less Than \$40,580	75%	\$700
\$40,581 to \$49,999	60%	\$600
\$50,000 to \$59,999	50%	\$575
\$60,000 to \$69,999	40%	\$550
\$70,000 to \$79,999	35%	\$450

The actual percentage is dependent on the employee's TFI. If the DOL employee's TFI is \$80,000 or over, then they do not qualify to receive a DOL child care subsidy.

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

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

How Do I Apply for the Child Care Benefit?

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

1. A completed and signed DOL CCSP Application form (OPM Form 1643).
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 (under age 18 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, adoptive parent, foster parent, step parent, etc.

5. A signed copy of the employee's most recent federal income tax return (must be signed by both the DOL employee & spouse, if applicable).
6. A copy of the employee's two (2) most recent Statement of Earnings & Leave (SEL) or pay statement.
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. Each child care provider must complete and sign an IRS Form W-9.

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

The DOL 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 DOL CCSP Application?

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

