

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

For general questions, please contact the FAA National Child Care Subsidy Manager, Martina Shipman, via phone or email at: (202) 267-7995 or Martina.Shipman@faa.gov.

You may contact First Financial Monday through Friday, excluding holidays, from 8:30 AM to 5:00 PM EST to ask questions about the FAA 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 FAA 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 First Financial 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 FAA CCSP Monthly Invoice Form each month. The FAA 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 day, 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 permanent full-time employee with the FAA.
2. Nothing has changed in regards to their total family income that will impact their eligibility in accordance with the FAA CCSP program guidelines.



The Federal Aviation Administration (FAA) Child Care Subsidy Program (CCSP) is administered by First Financial Associates. The contact information for First Financial and for information or issues related to the FAA CCSP is below.

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

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

E-mail Address:

FAACCSP@1stFinancialAssociates.com



Federal Aviation Administration (FAA) Child Care Subsidy Program (CCSP) Informational Brochure



What is the FAA 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 Federal Aviation Administration (FAA) is providing a Child Care Subsidy Program (CCSP) for its lower income employees to pay a part of their childcare costs.

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

The FAA CCSP is administered by First Financial Associates (First Financial). First Financial is responsible for processing new applications for the FAA CCSP, determining eligibility for FAA employees, and processing monthly FAA CCSP payments for approved child care providers. The FAA National Child Care Subsidy Manager provides final application review and approval, and makes a determination regarding requests for exception to policy.

What are the Eligibility Requirements?

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

1. Must be an active permanent full-time employee of the FAA.
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 \$85,000. 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 FAA child care subsidy must be reduced by the amount of the other subsidy.

What Amount is the Child Care Subsidy?

The amount of the monthly child care subsidy can be up to 70% 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 FAA
\$60,000 or Less	70%
\$60,001 to \$75,000	45%
\$75,001 to \$85,000	30%
Over \$85,000	0%

The actual percentage is dependent on the employee's TFI. If the FAA employee's TFI is \$85,000 or more, then they do not qualify to receive a FAA child care subsidy.

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

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

How Do I Apply for the Child Care Benefit?

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

1. A completed and signed FAA 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 FAA employee & spouse, if applicable).
6. A copy of the FAA employee's two (2) most recent Earnings and Leave Statement (ELS), and a copy of their spouse's two (2) most recent paycheck stubs (if applicable).
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 FAA CCSP application Form, and the supporting forms?

The FAA CCSP application form (OPM 1643), Child Care Provider Information Form (OPM 1644), 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 FAA CCSP Application?

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

