

CHILD CARE TUITION ASSISTANCE PROGRAM

1. PURPOSE

This Directive establishes the Child Care Tuition Assistance Program (CCTAP) for Animal and Plant Health Inspection Service (APHIS) employees.

2. AUTHORITIES

- a. [40 United States Code \(U.S.C.\) 490b-1 - Child Care Services for Executive Agency Employees.](#)
- b. [26 U.S.C. 129 - Dependent Care Assistance Programs.](#)
- c. [5 Code of Federal Regulation \(CFR\) 792.201-206 - Agency Use of Appropriated Funds for Child Care Costs for Lower Income Employees.](#)
- d. [Departmental Regulation \(DR\) 4080-811-01, USDA Child Care Tuition Assistance Program.](#)

3. POLICY

- a. It is APHIS policy to implement programs that provide child care tuition assistance to lower income employees to support their ability to receive quality child care services.
- b. APHIS is authorized to provide child care tuition assistance, and may use appropriated funds, including revolving funds, that are otherwise available for salaries and expenses, to assist lower income Federal employees with the cost of child care in child care centers and licensed family child care homes.
- c. Before this policy can be implemented for employees in recognized bargaining units, the Agency must discharge its bargaining obligations.

4. OPERATING GUIDELINES

Additional information and operating guidelines is found in the HRDG Subchapter 4080.2, Child Care Tuition Assistance Program. This Directive and HRDG Subchapter 4080.2 are available on the Marketing and Regulatory Programs Human Resources homepage at <https://www.aphis.usda.gov/aphis/ourfocus/business-services/hrd/hrd> and on the APHIS Library Web site at https://www.aphis.usda.gov/aphis/resources/manualsandguidelines/SA_Directives.

5. INQUIRIES

- a. General inquiries on procedural matters may be directed to CTR Management Group at 703-638-1351 or via email at APHIS_CCTAP@ctrmg.com.
- b. Requests for policy interpretations on complex issues may be directed to the WorkLife Wellness Coordinator, Workplace Resolutions and Wellness Branch, Human Resources Division at 301-851-2950.
- c. This Directive can be accessed at https://www.aphis.usda.gov/aphis/resources/manualsandguidelines/SA_Directives.

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for MRPBS Deputy Administrator