

# Human Resources Desk Guide Subchapter 4080.2

## Child Care Tuition Assistance Program

### Introduction

- Policy
- Purpose
- Related Regulations
- Definitions

<p><b>Policy</b></p>	<p>The APHIS Child Care Tuition Assistance Program (CCTAP) policy is intended to provide child care tuition assistance to support lower income families in obtaining quality child care services for their child(ren).</p> <p>In support of this effort, APHIS 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.</p>
<p><b>Purpose</b></p>	<p>This Subchapter gives managers/supervisors/employees information needed to understand, apply to, and administer the APHIS CCTAP.</p>
<p><b>Related Regulations</b></p>	<p>This subchapter supplements the regulations stated in <a href="#">APHIS Directive 4080.2</a>, dated 3/16/2017.</p>
<p><b>Definitions</b></p>	<p>The following terms appear throughout the text of this document:</p> <p><b>Benefits</b> - The amounts paid to participants under the plan to subsidize eligible child care expenses paid or incurred by the participant.</p> <p><b>Child</b> - A member of a household maintained by an employee who bears the following relationship to the employee:</p> <ol style="list-style-type: none"> <li>a. A biological child who lives with the employee;</li> <li>b. An adopted child;</li> <li>c. A stepchild;</li> <li>d. A foster child;</li> <li>e. A child for who a judicial determination of support has been obtained; or</li> </ol>

- f. A child to whose support the employee is a parent or legal guardian makes regular and substantial contributions.

**Child Care Tuition Assistance Program Coordinator** - The official within the Agency who has been authorized to implement child care subsidies under this program for employees within the Agency.

**Dependent** - Any individual who is a dependent of a participant with the meaning of Code Section 152(a).

**Earned Income** - All income, as defined under Code Section 32 (c)(2), including from wages, salaries, tips and other employee compensation, and net earnings from self-employment, but does not include any amounts received: (i) as pre-tax benefits under Code Section 129 on behalf of a qualifying dependent under CCTAP or any other dependent care assistance program; (ii) as a pension or annuity; or (iii) as unemployment or workers' compensation.

**Eligible Child Care Expenses** - Expenses incurred by a participant for qualifying services which are paid to a qualifying provider who is not (i): a dependent of a participant or a dependent of the spouse of the dependent, (ii) a child of a participant under the age of 19, and which are incurred to enable the participant or the participant's spouse to be gainfully employed.

**Eligible Employee** - An individual employed on a full-time or part-time basis by APHIS and meets the eligibility requirements described in the [Eligibility](#) (create link to it) section of this Subchapter.

**Participant** - Any employee who has satisfied the eligibility requirements, applied for and been accepted by the APHIS CCTAP Contractor for benefits under this program.

**Qualifying Child** - A child of a participant who is: (i) age 13 or younger; or (ii) under age 18 and is physically or mentally incapable of caring for himself or herself.

**Qualifying Day Care Center** - A day care center, as described in Code Section 21 and regulations there under, that (i) complies with all applicable laws and regulations of the State and town, city, or village in which it is located, (ii) is licensed to provide day care services in the state or location in which the day care center operates, (iii) provides care for more than six individuals (other than individuals who reside at the day care center) and

	<p>(iv) receives a fee, payment or grant for services for any of the individuals to whom it provides services (regardless of whether the facility is operated for a profit).</p> <p><b>Qualifying Dependent</b> - (i) A dependent of a participant who is under the age of 13; or (ii) a dependent of a participant who is under the age of 18 and who is physically or mentally incapable of caring for himself or herself.</p> <p><b>Qualifying Provider</b> - An individual or qualifying day care center licensed to provide child care services in the State or location in which they operate for whom subsidies are paid out of appropriated funds.</p> <p><b>Qualifying Services</b> – Means services performed:</p> <ol style="list-style-type: none"> <li>a. In the home of the participant, or outside the home of the participant, or at a qualifying day care center;</li> <li>b. For the care of a qualifying child or qualifying dependent of the participant;</li> <li>c. To enable the participant or the participants spouse to remain gainfully employed; and</li> <li>d. For the primary purpose of assuring the qualifying child’s or qualifying dependent’s wellbeing and protection.</li> </ol> <p>Note: Qualifying services do not include services provided at a camp where the qualifying child or qualifying dependent stays overnight.</p> <p><b>Spouse</b> - The APHIS employed guardian and/or domestic partner of a participant but does not include an individual legally separated from a participant under a decree of legal separation.</p>
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**Section A – Responsibilities**

- **CCTAP Program Coordinator**
- **Employees**
- **APHIS CCTAP Contractor**

<b>CCTAP Program Coordinator</b>	<p>The CCTAP Program Coordinator will:</p> <ul style="list-style-type: none"> <li>• Publicize the benefit to employees; and</li> <li>• Answer questions regarding the APHIS CCTAP.</li> </ul>
<b>Employees</b>	<p>Employees:</p> <ul style="list-style-type: none"> <li>• Must complete and submit all forms listed under Section C, Application Process; and</li> <li>• Must annually recertify following the process outlined in Section C, Annual Recertification Process.</li> </ul>
<b>APHIS CCTAP Contractor</b>	<p>The APHIS CCTAP Contractor will:</p> <ul style="list-style-type: none"> <li>• Receive applications and check for accuracy;</li> <li>• Disburse payments to providers; and</li> <li>• Maintain records and pertinent documentation for disbursing subsidies (including denied claims).</li> </ul>

**Section B – Benefits Schedule, Eligibility, Ineligibility and Denial Criteria**

- **Benefits Schedule**
- **Eligibility**
- **Ineligibility**
- **Denial Criteria**

<b>Benefits Schedule</b>	The chart below describes how benefits will be determined for eligible employees.		
	If the employee’s total family Adjusted Gross Income (AGI) is:*	Then the Agency will pay this percentage of actual child care costs: **	The maximum monthly subsidy per family is:***
	Less than \$39,000	50%	\$500.00
	\$39,000 - \$51,000	30%	\$300.00
	\$51,000 - \$59,999	20%	\$200.00

	<p>*Total Family Income refers to Adjusted Gross Income for the Tax Year.</p> <p>**The benefits will be reduced by the amount of other state or local child care employees receive.</p> <p>***Monthly subsidy amounts apply to the total monthly costs of child care not cost per child.</p>
<p><b>Eligibility</b></p>	<p>Employees, including new hires, that have a child(en) up to and including age 13 or a disabled child through age 18 in day care, may be eligible to apply. The basic eligibility requirements are as follows:</p> <ul style="list-style-type: none"> <li>• Hold a permanent, temporary or term position with an appointment that lasts more than one year. Both full-time and part-time employees are eligible;</li> <li>• Have a combined Total Family Income of less than \$60,000 per year; and</li> <li>• Use or be willing to obtain a licensed or regulated child care provider.</li> </ul> <p>Married employees must not be separated from their spouses and the spouse must meet one of the following conditions:</p> <ul style="list-style-type: none"> <li>• Working;</li> <li>• Enrolled in full-time studies; or</li> <li>• Unable to care for the child(ren).</li> </ul> <p><b>Note: This does not mean that the employee then becomes ineligible however, they must notify the CCTAP Program Coordinator and the APHIS Program Contractor regarding their change in marital status.</b></p>
<p><b>Ineligibility</b></p>	<p>The following employees are not eligible to participate in this program:</p> <ul style="list-style-type: none"> <li>• Intermittents;</li> <li>• Contractors;</li> <li>• Temporary employees with a not-to-exceed date of less than 1 year; or</li> </ul>

	<ul style="list-style-type: none"> <li>• Employees with a total family income of \$60,000 or more per year.</li> </ul> <p><i>Note:</i> Temporary employees whose appointments are extended may apply upon a one-year extension.</p>
<b>Denial Criteria</b>	<p>CCTAP application denials will only occur if an employee does not:</p> <ul style="list-style-type: none"> <li>• Provide acceptable documentation; or</li> <li>• Meet the eligibility requirements.</li> </ul>

**Section C – Application Process**

- **Application Process**

<b>Application Process</b>	Employees wishing to apply for the APHIS CCTAP must complete and submit the following forms and documentation.		
	<b>Step</b>	<b>Who?</b>	<b>Does What?</b>
	1	Employee	<p>Completes and submits the following forms to <a href="mailto:APHIS_CCTAP@ctrmg.com">APHIS CCTAP@ctrmg.com</a>:</p> <ul style="list-style-type: none"> <li>• <a href="#">OPM Form 1643, Child Care Subsidy Application Form.</a></li> <li>• <a href="#">OPM Form 1644, Child Care Provider Information for the Child Care Subsidy Program for Federal Employees.</a></li> <li>• Latest SF-50, Notification of Personnel Action;</li> </ul> <p><i>Note: Temporary employees who are on an appointment of less than 1 year and who are granted an extension beyond 30 days must provide both the “less than 1 year” SF-50 AND the SF-50 granting the</i></p>

			<p><i>extension. In order to be eligible for the APHIS CCTAP there must not be any break-in-service.</i></p> <ul style="list-style-type: none"> <li>• Leave and Earnings Statement for the last two pay periods prior to applying for benefits;</li> <li>• A copy of the most recent Federal income tax return (annual submission is required for continued enrollment);</li> <li>• A copy of the child care provider’s current license complying with State and/or local child care regulations; and</li> <li>• A copy of the child care provider’s rate sheet.</li> </ul> <p>Submits the forms to <a href="mailto:APHIS_CCTAP@ctrmg.com">APHIS_CCTAP@ctrmg.com</a></p>
	2	APHIS CCTAP Contractor	<p>The APHIS CCTAP Contractor is responsible for reviewing and approving or disapproving all CCTAP applications.</p> <p>Approved applications are forwarded to the Human Resources Division, Workplace Resolutions and Wellness Branch and the employee.</p> <p>Denied applications are returned to the employee. Employees who do not provide adequate supporting documentation to CTR Management Group will be notified that information is missing or incomplete and given the opportunity to resubmit documentation.</p>
	3	Employee	<p>Receives CCTAP packet for completion and returned to CTR Management Group via email at <a href="mailto:APHIS_CCTAP@ctrmg.com">APHIS_CCTAP@ctrmg.com</a>.</p>

		4	APHIS CCTAP Contractor	Upon receipt of the completed packet and a signed contract, will begin the invoicing and payment process.
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## Section D – Payment to Child Care Facility

- **Payment to Child Care Facility**

<b>Payment to Child Care Facility</b>	<p>Employees are responsible for full payment to their child care providers until subsidies begin.</p> <p>Payments are disbursed from APHIS CCTAP Contractor directly to the designated child care provider. Both the employee and licensed child care provider must certify monthly by signing the monthly invoice provided by CTR Management Group that the child care services were delivered to the child(ren). The employee or child care provider then returns the completed certification form to CTR Management Group via email at <a href="mailto:APHIS_CCTAP@ctrmg.com">APHIS_CCTAP@ctrmg.com</a> who then issues the payment directly to the childcare provider.</p> <p><b>Note:</b> Payments are never made directly to the employee.</p> <p>Employees are also responsible for required payments in the event Federal agency funds are unavailable due to a Continuing Resolution or any other interruption of funding.</p>
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## Section E – Appeals Process

- **Appeals Process**

<b>Appeals Process</b>	<p>If a claim for child care tuition assistance is wholly or partially denied, notice of the decision will normally be furnished to the employee and to the qualifying provider within 30 days of applying for benefits. Depending on the complexity of the denial, notification may go beyond 30 days, not-to-exceed 90 days.</p>
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	<p>The denial notification will include:</p> <ol style="list-style-type: none"><li>a. The specific reason(s) for the denial;</li><li>b. A description of any additional information necessary to make a decision; and</li><li>c. An explanation of the program's claims review procedures.</li></ol> <p>If a claim is denied, the participant may request in writing that the APHIS CCTAP Coordinator review the claim. The APHIS CCTAP Coordinator will review the decision, coordinate with CTR Management Group and respond to the employee within 60 days of receipt of the written request.</p> <p>If the APHIS CCTAP Coordinator affirms the original denial, the employee may invoke the applicable grievance procedure currently in effect for bargaining unit employees and/or non-bargaining employees.</p>
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## Appendix – Forms

[OPM Form 1643](#) (pdf), Child Care Subsidy Application Form

[OPM Form 1644](#) (pdf), Child Care Provider Information for the Child Care Subsidy Program for Federal Employees