# HRDG 4080.2 - Section C – Application Process

Last Modified:

**Subchapter 4080.2**
**Child Care Tuition Assistance Program**
**Section C – Application Process**

- Application Process

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Employees wishing to apply for the APHIS CCTAP must complete and submit the following forms and documentation.

| | Step | Who? | Does What? |
|---|---|---|---|
| **Application Process** | 1 | Employee | Completes and submits the following forms to **APHIS_CCTAP@ctrmg.com**:<br>• **OPM Form 1643, Child Care Subsidy Application Form.**<br>• **OPM Form 1644, Child Care Provider Information for the Child Care Subsidy Program for Federal Employees**.<br>• Latest SF-50, Notification of Personnel Action;<br><br>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 extension. In order to be eligible for the APHIS CCTAP there must not be any break-in-service.<br><br>• Leave and Earnings Statement for the last two pay periods prior to applying for benefits;<br>• A copy of the most recent Federal income tax return (annual submission is required for continued enrollment);<br>• A copy of the child care provider’s current license complying with State and/or local child care regulations; and<br>• A copy of the child care provider’s rate sheet.<br><br>Submits the forms to **APHIS_CCTAP@ctrmg.com** |

| Step | Who? | Does What? |
|---|---|---|
| 2 | APHIS CCTAP Contractor | The APHIS CCTAP Contractor is responsible for reviewing and approving or disapproving all CCTAP applications.<br><br>Approved applications are forwarded to the Human Resources Division, Workplace Resolutions and Wellness Branch and the employee.<br><br>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. |
| 3 | Employee | Receives CCTAP packet for completion and returned to CTR Management Group via email at **APHIS_CCTAP@ctrmg.com**. |
| 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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