

Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

HRDG 4080.2 - Section C - Application Process

Last Modified:

Subchapter 4080.2

Child Care Tuition Assistance Program

Section C - Application Process

- [Application Process](#)

[Return to 4080.2 Table of Contents](#)

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

Step	Who?	Does What?
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		Completes and submits the following forms to
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		APHIS_CCTAP@ctrmg.com :
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| | | <ul style="list-style-type: none">• OPM Form 1643, Child Care Subsidy Application Form.• OPM Form 1644, Child Care Provider Information for the Child Care Subsidy Program for Federal Employees.• Latest SF-50, Notification of Personnel Action; |
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Application Process		
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	1	Employee
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		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.
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| | | <ul style="list-style-type: none">• Leave and Earnings Statement for the last two pay periods prior to applying for benefits;• A copy of the most recent Federal income tax return (annual submission is required for continued enrollment);• A copy of the child care provider’s current license complying with State and/or local child care regulations; and• A copy of the child care provider’s rate sheet. |
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		Submits the forms to APHIS_CCTAP@ctrmg.com
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Step	Who?	Does What?
		The APHIS CCTAP Contractor is responsible for reviewing and approving or disapproving all CCTAP applications.
2	APHIS CCTAP Contractor	<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	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.

[Return to 4080.2 Table of Contents](#)

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