HRDG 4080.2 - Section B – Benefits Schedule, Eligibility, Ineligibility and Denial Criteria

Last Modified:

Subchapter 4080.2
Child Care Tuition Assistance Program
Section B – Benefits Schedule, Eligibility, Ineligibility and Denial Criteria

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The chart below describes how benefits will be determined for eligible employees.

Benefits Schedule

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

*Total Family Income refers to Adjusted Gross Income for the Tax Year.

**The benefits will be reduced by the amount of other state or local child care employees receive.

***Monthly subsidy amounts apply to the total monthly costs of child care not cost per child.

Eligibility

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:

- 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;
- Have a combined Total Family Income of less than $60,000 per year; and
- Use or be willing to obtain a licensed or regulated child care provider.

Married employees must not be separated from their spouses and the spouse must meet one of the following conditions:

- Working;
- Enrolled in full-time studies; or
- Unable to care for the child(ren).

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.

Ineligibilty

The following employees are not eligible to participate in this program:

- Intermittents;
- Contractors;
- Temporary employees with a not-to-exceed date of less than 1 year; or
- Employees with a total family income of $60,000 or more per year.

Note: Temporary employees whose appointments are extended may apply upon a one-year extension.

Denial Criteria	CCTAP application denials will only occur if an employee does not: • Provide acceptable documentation; or • Meet the eligibility requirements.

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