HRDG 4080.2 - Section A – Responsibilities

Last Modified:

Subchapter 4080.2
Child Care Tuition Assistance Program
Section A – Responsibilities

- CCTAP Program Coordinator
- Employees
- APHIS CCTA; Contractor

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CCTAP Program Coordinator	The CCTAP Program Coordinator will: • Publicize the benefit to employees; and • Answer questions regarding the APHIS CCTAP.

Employees	Employees: • Must complete and submit all forms listed under Section C, Application Process; and • Must annually recertify following the process outlined in Section C, Annual Recertification Process.
APHIS CCTAP Contractor	The APHIS CCTAP Contractor will: • Receive applications and check for accuracy; • Disburse payments to providers; and • Maintain records and pertinent documentation for disbursing subsidies (including denied claims).

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