

# CHILDCARE SUBSIDY

PARTICIPANT BROCHURE  
and INSTRUCTIONS



FEEA  
CHILDCARE  
SERVICES INC.

[www.feachildcareservices.com](http://www.feachildcareservices.com)

[childcare@feea.org](mailto:childcare@feea.org)

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## General Program Policies

The cost of childcare often represents a significant portion of an employee's take-home pay. This is especially true for those with lower incomes. FEEA Childcare Services, Inc. (FCCS) partners with nearly twenty federal agencies to administer their Congressionally-authorized childcare subsidy programs.

The law, enacted in 2001, confers regulatory authority on OPM for agencies' use of appropriated funds for childcare costs for lower-income Federal employees.

Please see the agency specific chapters of this handbook regarding specific eligibility, subsidy amounts, policies, and any supplemental application materials required for individual agencies. The program only covers childcare costs and not private school tuition, registration costs, or other fees.

Please submit invoices, provider changes or other questions or correspondence to [childcare@feea.org](mailto:childcare@feea.org). Please refrain from sending documents by fax or mail to the extent possible as this greatly slows processing.

Please send us your documents only one time. Sending the same documents through multiple channels (ie by both email and fax) slows down processing and our ability to reimburse you or process your request in a timely manner.

**How to apply to the program:** New applicants can submit an application online by following the link at <https://www.feeeachildcareservices.com/our-programs/>

Each applicant is required to attach the following materials:

- Childcare Subsidy Application Form ([OPM 1643](#))
- Childcare Provider Information Form ([OPM 1644](#))
- Two most recent pay statements for each parent or guardian (in household)
- Most Recent SF50 – Notice of Personnel Action
- [Form 2897](#) (Only for NIH employees)
- A copy of the most recent Federal Income Tax Return for each parent or guardian (in household)
- A copy of the childcare provider's current license or state of compliance with State and/or local child care regulations
- A copy of the provider's fee schedule
- Childcare provider's [Form W-9](#)

**Renewing Participation Each April:** Each year, by April 15, existing participants must submit updated pay statements, tax returns(s), and provider fee schedules as well as an updated provider license if it is expired or expiring.

**How subsidies are calculated and invoiced:** To ensure subsidies are made and reported in a timely manner to the Federal Agencies, invoices must be returned to [childcare@feea.org](mailto:childcare@feea.org) no later than the 15<sup>th</sup> of each month after the month services are provided. Invoices must show the full childcare costs for the month and may not be submitted prior to the last Friday of the month in which childcare cost are incurred. Any changes to the pre-printed amount on the invoice must be explained and supporting documents (such as a new provider fee schedule) should also be included. Failure to follow these instructions will result in delayed payments.

**How providers are paid:** Childcare providers are paid directly, after receipt and approval of the prior month's invoice, by Automatic Clearing House (ACH) electronic payments from FCCS. Accurate and signed provider invoices will generally be paid within 10 business days of receipt. Please do not call or email to check on the status of a childcare provider's payment until after 10 business days have passed. As a reminder, this is a reimbursement program, and participants are expected to pay the entire bill to their childcare provider in advance; the subsidy payment will be provided after the completed month and receipt of signed invoice. FCCS does not reimburse for late fees to childcare providers. Childcare providers should complete the ACH authorization section on form OPM 1644 to ensure prompt processing of payments.

**How to process a provider change:** If you change childcare providers after starting the program, you must immediately submit the following to [childcare@feea.org](mailto:childcare@feea.org):

- The last date your child will/did attend the old childcare provider and the first date your child will/did attend the new childcare provider
- Childcare Provider Information Form (OPM 1644) for the new provider
- A copy of the new provider's current license or state of compliance with State and/or local child care regulations
- A copy of the new provider's fee schedule

**How do childcare providers receive their 1099s:** Each January FCCS will prepare 1099s for individual childcare providers, if required, denoting the subsidy income received for the prior tax year.

All of the agency specific criteria and policies on the following pages are subject to change. FCCS is not responsible for errors or omissions in this guide as agencies change their policies frequently.

## CDC – Centers for Disease Control and Prevention

Eligibility: Civil service employees and commissioned corps officers nationwide working a full- or part- time schedule may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the beginning of the month in which your complete application is received.

Total Family Income	Subsidy %
Over \$75,000	0%
\$60,000-\$75,000	30%
\$45,000-\$59,999	40%
Under \$45,000	50%

A benefit cap of \$5,000 per family will apply to the amount of subsidy payable. Benefits provided will be reduced by the amount of other State or local childcare subsidies received.

## CSOSA – Court Services and Offender Supervision Agency for the District of Columbia

Eligibility: Full- or part-time CSOSA employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family Income of \$81,999 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the Federal IRS tax forms as their adjusted gross income.
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18)
- You may become eligible for the program as early as the beginning of the month in which your application is received.

Total Family Income	Subsidy %
Over \$81,999	0%
\$68,000-\$81,999	15%
\$58,000-\$67,999	25%
\$48,000-\$57,999	35%
\$38,000-\$47,999	45%
Under \$38,000	55%

## CBP – Customs and Border Protection

Eligibility: Full-time and part-time permanent CBP employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$144,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).

Total Family Income	Maximum Subsidy per Family per Month
\$120,000 or less	\$400
\$120,001 - \$144,000	\$300
Over \$144,000	\$0

The maximum benefit per family per year is \$5,000.

## EPA – Environmental Protection Agency

Eligibility: Full-time and part-time permanent EPA employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the Monday following the date in which your complete application is received.

Total Family Income	Subsidy %
Over \$75,000	0%
\$51,000-\$75,000	25%
\$36,000-\$50,999	45%
Under \$36,000	65%

Benefits provided will be reduced by the amount of other State or local childcare subsidies received.



## FRTIB - The Federal Retirement Thrift Investment Board

- Total family income of \$80,150.00 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Hold a permanent or temporary full-time position.
- EXCLUDED from this program are intermittent employees, contractors, and temporary employees with a not-to-exceed date (NTE) of less than one year.
- Childcare may be full or part-time with a childcare center or home based care provider; and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 13 and disabled children under the age of 18.

Total Family Income	Maximum Monthly Subsidy Amount
Over \$80,151	\$0
\$70,001 - \$80,150	\$300
\$60,001 - \$70,000	\$400
\$50,001 - \$60,000	\$500
\$50,000 and under	\$600

## HRSA – Health Resources and Services Administration

### Eligibility:

- Total family income of \$75,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center -based or home-based and includes daytime summer programs and before and after school programs as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- HRSA employees may become eligible for the program as early as the Monday following the date of receipt of a complete application.

Total Family Income	Not to Exceed
Over \$75,000	\$0 per wk per child
\$70,001-\$75,000	\$50 per wk per child
\$61,001-\$70,000	\$55 per wk per child
\$54,001-\$61,000	\$60 per wk per child
\$47,001-\$54,000	\$65 per wk per child
\$40,001-47,000	\$70 per wk per child
Under \$40,000	\$75 per wk per child

## HUD – Housing and Urban Development

### AFGE UNION Employees:

#### Eligibility:

- Total family income of \$75,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income.
- Childcare may be full or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).

Total Family Income	Subsidy %	Monthly Max – 1 Child	Monthly Max – 2 Children
\$0-\$40,000.99	90%	\$700.00	\$825.00
\$40,001-\$50,000	70%	\$550.00	\$675.00
\$50,001-\$60,000	50%	\$525.00	\$650.00
\$60,001-\$75,000	40%	\$475.00	\$600.00

### NON-BARGAINING UNIT Employees:

#### Eligibility:

- Total family income of \$69,999 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income.
- Childcare may be full or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.

- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).

Total Family Income	Subsidy %	Monthly Max – 1 Child	Monthly Max – 2 or more Children
\$0-\$25,000	90%	\$525.00	\$630.00
\$25,001-\$29,999	70%	\$550.00	\$675.00
\$30,000-\$39,999	60%	\$370.00	\$475.00
\$40,000-\$49,999	50%	\$335.00	\$440.00
\$50,000-\$59,999	40%	\$230.00	\$335.00
\$60,000-\$69,999	30%	\$130.00	\$235.00

## MINT – U.S. Mint

### Program Eligibility requirements:

- Total family income of \$60,000.00 or less (This is the Adjusted Gross Income listed on the preceding year's tax return)
- The applicant is a full-time U.S. Mint employee, permanent and seasonal
- The applicant is not a part-time U.S. Mint employee
- The applicant's childcare provider must be licensed and/or regulated by state or local authorities.
- The applicant must provide a copy of the child/children Valid birth certificate
- The applicant must provide the schedule of fees (tuition) from the childcare provider
- Covers children from birth through the age 13 and disabled children through age 18

Total Family Income	Subsidy %
\$0.00 -\$60,000.00	90%
Over \$60,00.00	0%

## NIH – National Institutes of Health

### Eligibility:

- Be an eligible NIH employee (Civil Service) with dependent children living in your home from birth under the age of 13, or children who are disabled and under age 18.
- Have a total adjusted household income of \$75,000 per year or less.(Refers to total adjusted household income on IRS Tax Return)
- Use care that is licensed and or regulated by state and or local authorities.
- Work full-time.
- In two parent families:
  - The NIH employee must be working full-time and the spouse of the NIH employee is working at least 30 hours per week; or
  - The NIH employee must be working full-time and the spouse of the NIH employee is a documented full-time student.
- Completed applications will be accepted in the order they are received, and approved applications will be effective at the beginning of the month in which they are received.
- NIH contractors and fellows are not eligible for this program by Federal law.
- Complete the required NIH supplemental application and upload it with your other documents as outlined on page 3 of this brochure.
  - [NIH Application](https://www.ors.od.nih.gov/pes/dats/childcare/Documents/NH2897.pdf)  
(<https://www.ors.od.nih.gov/pes/dats/childcare/Documents/NH2897.pdf>)

Total Family Income	Subsidy %
Over \$80,000	0%
\$70,001-\$80,000	40%
\$60,001-\$70,000	60%
Under \$60,001	80%

This program includes a cap of \$5,000 per family per year, and the participant's subsidy under this plan will be reduced by the amount of other state or local childcare subsidies received by the participant. Participants can only be enrolled in one program at a time.

## NLRB – National Labor Relations Board

Eligibility: All full-time and regular part-time bargaining unit employees may be eligible under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 13 (under the age of 14) and disabled children through the age of 18 (under the age of 19).
- NLRB employees may be eligible for the program as early as the Monday of the week your application is received.

Total Family Income	Not to Exceed
Over \$75,000	\$0 per week per family
\$65,001-\$75,000	\$20 per week per family
\$55,001-\$65,000	\$40 per week per family
\$45,001-\$55,000	\$60 per week per family
\$35,001-\$45,000	\$80 per week per family
\$35,000 or less	\$100 per week per family

## NSF – National Science Foundation

Eligibility: NSF civil service employee either full-time or part time may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$90,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center -based or home-based and includes daytime summer programs and before and after school programs as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- NSF employees may become eligible for the program as early as the Monday following the date of receipt of a complete application.
- IPA’s are not considered eligible employees.

Total Family Income	Subsidy %	Not to Exceed
Over \$90,000	0%	\$200 per wk per employee
\$75,001-\$90,000	25%	\$200 per wk per employee
\$60,001-\$75,000	40%	\$200 per wk per employee
\$50,001-\$60,000	50%	\$200 per wk per employee
\$40,001-\$50,000	60%	\$200 per wk per employee
\$30,001-\$40,000	75%	\$200 per wk per employee
Under \$30,000	90%	\$200 per wk per employee

A benefit cap of \$10,400 per family will apply to the amount of subsidy payable. Benefits provided will be reduced by the amount of other State or local childcare subsidies received.



## OPM – Office of Personnel Management

Eligibility: Full-time OPM employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$60,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the Monday following the date of postmark of a complete application.

Total Family Income	Subsidy %
Over \$60,000	0%
\$55,000-\$60,000	25%
\$40,000-\$54,999	40%
Under \$40,000	70%

## PSA – Pretrial Services Agency

Eligibility: Full- or part-time PSA employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family Income of \$81,999 or less; (total family income is the combined income of the child's parents/guardian(s) shown on the Federal IRS tax forms as their adjusted gross income.
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18)
- You may become eligible for the program as early as the beginning of the month in which your application is received.

Total Family Income	Subsidy %
Over \$81,999	0%
\$68,000-\$81,999	15%
\$58,000-\$67,999	25%
\$48,000-\$57,999	35%
\$38,000-\$47,999	45%
Under \$38,000	55%

## PBGC – Pension Benefit Guarantee Corporation

Eligibility: All full-time PBGC employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$76,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the beginning of the month in which your complete application is received.

Total Family Income	Subsidy Amount – 1 Child	Subsidy Amount – 2 or more children
Under \$76,000	\$400.00/month	\$600.00/month

These amounts are per family per month. Benefits provided will be reduced by the amount of other State or local childcare subsidies received. However, paid amounts may not exceed the actual childcare provider expenses incurred.

## STATE – U.S. Department of State

Eligibility: Full-time and part-time domestic-based Department of State employees. Department of State employees may be eligible to receive a subsidy under the following criteria and policies:

- Total family income of \$75,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the first of the month in which your completed application is post-marked.

Total Family Income	Subsidy %
Over \$75,000	0%
\$60,000-\$75,000	20%
\$45,000-\$59,999	40%
Under \$45,000	60%

**USDA FNS – U.S. Department Of Agriculture Food and Nutrition Service**

- Total family income of \$70,000 or less; (total family income is the combined income of the child’s parent(s)/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Hold a permanent or temporary position with an appointment that lasts more than one year. Both full-time and part-time employees are eligible.
- EXCLUDED from this program are intermittent employees, contractors, and temporary employees with a not-to-exceed date (NTE) of less than one year.
- Employees in this last category whose appointments are extended may apply upon the one-year extension.
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).

Total Family Income	Subsidy %	Not to Exceed
Over \$70,000.00	0%	
\$60,000.01 - \$70,000.00	50%	\$2,500 per year
45,000.01 - \$60,000.00	75%	\$3,750 per year
\$0 - \$45,000.00	100%	\$5,000 per year

## USDA REE – U.S. Department of Agriculture Research, Education and Economics

Eligibility: All ARS, ERS, and NIFA employees may be eligible to receive a under the following criteria and policies:

- Total family income of \$70,000 or less; (total family income is the combined income of the child’s parents/guardian(s) shown on the IRS tax forms as their adjusted gross income).
- Hold a permanent or temporary position with an appointment that lasts more than one year. Both full-time and part-time employees are eligible.
- EXCLUDED from this program are intermittent employees, contractors, and temporary employees with a not-to-exceed date (NTE) of less than one year. Employees in this last category whose appointments are extended may apply upon the one-year extension.
- Childcare may be full- or part-time care that is center-based or home-based and includes daytime summer programs and before and after school programs, as long as it is licensed or regulated by state and/or local authorities in the state or locality in which the provider operates.
- Covers children from birth through age 12 (under the age of 13) and disabled children through age 17 (under the age of 18).
- You may become eligible for the program as early as the Monday following the date in which your complete application is received.

Total Family Income	Monthly Subsidy %	Maximum <b>Annual</b> Subsidy per Family
Over \$70,000	0%	\$0
\$60,000.01-\$70,000	50%	\$2,500
\$45,000.01-\$60,000	75%	\$3,750
Under \$45,000	100%	\$5,000

Benefits provided will be reduced by the amount of other State or local childcare subsidies received.

## USSS – United States Secret Service

**Eligibility:** An eligible employee is an individual employed by the Secret Service on a full -time basis with a total family income of no more than \$ 170,000 (total family income is the combined income of the child's parents/guardian(s) shown on the Federal IRS tax forms as their total adjusted gross income.

- This Program applies to employees whose children are under the age of 13, or disabled and under the age of 18.
- The program only covers cost for children that are enrolled, or will be enrolled, in licensed family child care homes or center-based child care. The child care must be licensed and/or regulated by State and/or local authorities.

Total Family Income	Subsidy %	Maximum Monthly Subsidy per Family
\$0.00 - \$170,000		\$400.00
\$170,000.01 & above	0%	\$0

The Secret Service may change the maximum monthly subsidy amount and /or the percentage at any time.

- The USSS employee would be ineligible to participate in the USSS Child Care Subsidy Benefits Program if the employee's spouse or domestic partner is already receiving child care subsidy from another federal agency.
- If both the employee and his or her spouse or domestic partner work for the Secret Service, only one subsidy may be approved for the entire family.