



U.S. Customs and
Border Protection

Childcare
Subsidy Program

In this presentation you will learn:

- ◆ Who is the CBP Childcare Subsidy Program Administrator
- ◆ Who is eligible and how to apply for the program
- ◆ What the program provides
- ◆ How to submit invoices for payment
- ◆ How payments are processed
- ◆ How to update provider or child information
- ◆ How to recertify each year



CBP Childcare Subsidy Administrator

- ◆ CBP has partnered with FEEA Childcare Services, Inc. to administer the program.
- ◆ FEEA Childcare Services, Inc. has nearly 15 years of experience with federal employee childcare subsidy programs.
- ◆ FEEA Childcare Services, Inc. is a current partner of 15 federal agencies.

Who is eligible?

- ◆ Full- and part-time employees with a total household adjusted gross income of less than \$144,000 (line 11 on IRS Form 1040)
- ◆ Have a child under 13 (or if disabled under 18), enrolled in family home or center based day care (or before and after care). A child is:
 - ◆ A biological child;
 - ◆ An adopted child;
 - ◆ A stepchild;
 - ◆ A foster child; and
 - ◆ A child for whom a judicial determination of support has been obtained

Who is eligible (continued)

- ◆ Childcare providers must be licensed and/or regulated by state or local authorities and can include summer camp (day camp only) and before and after school care.
- ◆ Spouses or domestic partners must not be receiving a childcare subsidy from another federal/state agency or the U.S. military.
- ◆ If both parents are CBP employees, there will be only one subsidy per family.
- ◆ Spouses or domestic partners must be working full-time or enrolled in school full-time.

What does the program provide?

Total Family Income	Monthly Subsidy
Below \$120,000	\$400/month
\$120,001 to \$144,000	\$300/month

- ◆ Subsidies are paid in arrears (after childcare has been provided for the month).
- ◆ Subsidies are paid directly to providers.

How can I apply?

- ◆ Applications are accepted online at www.CBPChildcareSubsidy.com
- ◆ Before you begin, download from the above site, complete, sign, and scan these two forms (which are located on the bottom left side of webpage):
 - ◆ OPM Form 1643 (Subsidy Application)
 - ◆ OPM Form 1644 (Provider Information)

How can I apply (continued)

- ◆ Also, before you begin, gather PDF copies or scan to PDF the following documents:
 - ◆ Two most recent pay statements for each parent or guardian (in household)
 - ◆ Signed copy of most recent Federal Income Tax Return for each parent or guardian (in household)
 - ◆ Copy of childcare provider's current license or statement of compliance with state and/or local child care regulations
 - ◆ Copy of provider's fee schedule
 - ◆ Copy of employee's most recent Notice of Personnel Action (SF-50)
 - ◆ If spouse/partner is a student, copy of enrollment documents verifying full-time student status

Now you can go to the online application: www.CBPChildcareSubsidy.com



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Welcome to the U.S. Customs and Border Protection Childcare Subsidy Program.
Please see below for details about the program.

Please note: It is best to complete the application on a home computer as some federal agency systems block attaching documents that contain personal information.

TOTAL FAMILY INCOME	MAXIMUM SUBSIDY PER FAMILY PER MONTH
\$120,000 or less	\$400.00
\$120,001 - \$144,000	\$300.00
over \$144,000	\$0



[Go To the Childcare Subsidy Program Application](#)

[Update Provider or Other Information \(current participants\)](#)

[View the Subsidy Program Slides](#)

The online application has 5 sections

- Employee applicant information
- Employment information
- Child information (if you anticipate using the entire monthly subsidy for one child's care, you don't need to register all of your children)
- Childcare provider information
- Required attachments

You can save your application and come back to it if you need to



Childcare Subsidy Application Form

Applicant Information

Please use this form only if you are a NEW applicant. Existing participants who need to update information should use the Childcare Update Form available at www.feeachildcareservices.com/programs

Applicant First Name *

Applicant Last Name *

Applicant Social Security Number *

Applicant Personal Email *

Applicant Mobile Phone *

Applicant Home Address *

Applicant City *

Applicant State ▼

Applicant Zip *

Most Recent Tax Year Filed *

Tax Filing Status * ▼

Adjusted Gross Income *
(If you are married, please indicate combined income on this line even if you file separately)

Do you have a Spouse? (Please check box only if your answer is yes)

Applicant Employer Information

Employing Agency *

Work Title

GS Level ▼

Region ▼

Organization Code ▼

Work Email *

Work Phone Number *

Work Address *

Application Processing

- ◆ Applications are processed by FCCS in the order received, and all applicants will be responded to within 10 business days.
- ◆ Applicants who are approved will receive an “Award Letter” that specifies the details of the program, which must be signed and returned before subsidy invoices will be accepted.
 - ◆ Return signed Award Letter to either childcare@feea.org or fax to 202-559-1380 (but not both).
- ◆ Applicants who are denied will receive an email stating why.

Submitting Invoices for Payment

- ◆ Each month, on or about the 10th of the month, FCCS will email a prefilled invoice to each enrolled family (to the primary email in the application) and to each childcare provider (if email is provided).
- ◆ Participants and childcare providers must review, sign, and date the invoice for the month no earlier than the last Friday of each month.

Things to check on your invoice

- Verify child's name and age.
- Verify provider name.
- Verify your employer.
- Verify amount listed is the total cost incurred.
- If incorrect, fill in correct amount, check "no", and explain why.
- If change is ongoing change in provider fees, attach an updated fee schedule.



CHILDCARE MONTHLY CONFIRMATION SHEET AND INVOICE

Month and Year of Childcare Provided: August, 2021

This invoice must be completed and returned within 60 days of the end of the month or your Agency may deny payment.

Child: Child Name

Age: 9

Parent or Legal Guardian: Parent Name

Invoice Number: 012345

Reference ID: abc123DE45X24

Parent or Legal Guardian Employer: Homeland Security: Customs and Border Protection (CBP)

Childcare Provider: Provider Name

Childcare Provider Address: 123 Main St, Anytown, VA 23456

Childcare Provider Phone: 123-456-7890

Payment Method: Check

Total Weekly Childcare Costs Incurred for the Child Named Above Before Subsidy:

Please enter numbers on the "Corrected Amount" lines ONLY if the amount you were charged for the week is different from the pre-printed amount shown. If the pre-printed amount is correct, simply check "yes" below. If you enter updated amounts, please check "no" below and explain your changes.

Weeks	Amount	Corrected Amount
Week ending: 8/6/2021	\$125.00	_____
Week ending: 8/13/2021	\$125.00	_____
Week ending: 8/20/2021	\$125.00	_____
Week ending: 8/27/2021	\$125.00	_____

YES OR NO

I certify that all of the information listed above is true and accurate. If I answered "no" and filled in corrected amounts on the lines above I have explained the changes below and attached proof of the reason for the change (ex. an updated provider rate sheet if the rate has changed or my child's enrollment status has changed, etc.). I certify the services were provided as detailed above, or with the corrections listed below.

By signing below, I also certify that I understand it is a crime to make a false statement on this form. If I make a false statement, I may be subject to criminal prosecution and punishment including a fine, imprisonment, or both. Federal employees may also be subject to administrative punishment, including termination of federal employment. Parents/Guardians also certify they are still employed at the federal agency listed above and are the parent or legal guardian of the child listed above. Childcare Providers also certify they understand it is their responsibility to notify FCCS if they are no longer licensed for any reason.

Parent or Legal Guardian Signature _____

Date (on or after last Friday of invoice month) _____

Childcare Provider Signature _____

Date (on or after last Friday of invoice month) _____

In order for payment to be processed, the appropriate box above must be checked (YES OR NO), and the form must be signed by both parent/legal guardian and childcare provider. Once signed, the form should be emailed to childcare@feea.org or faxed to 202-559-1380 no earlier than the last Friday of the month.

Things to check on your invoice (continued)

- Make sure both you and provider sign invoice.
- Make sure invoice is signed on or after last Friday of the month.
- Return to FCCS on or after the last Friday of the month.
- Send invoices to either childcare@feea.org or fax to 202-559-1380 (but not both)



CHILDCARE MONTHLY CONFIRMATION SHEET AND INVOICE

Month and Year of Childcare Provided: August, 2021

This invoice must be completed and returned within 60 days of the end of the month or your Agency may deny payment.

Child: Child Name

Age: 9

Parent or Legal Guardian: Parent Name

Invoice Number: 012345

Reference ID: abc123DE45X24

Parent or Legal Guardian Employer: Homeland Security: Customs and Border Protection (CBP)

Childcare Provider: Provider Name

Childcare Provider Address: 123 Main St, Anytown, VA 23456

Childcare Provider Phone: 123-456-7890

Payment Method: Check

Total Weekly Childcare Costs Incurred for the Child Named Above Before Subsidy:

Please enter numbers on the "Corrected Amount" lines ONLY if the amount you were charged for the week is different from the pre-printed amount shown. If the pre-printed amount is correct, simply check "yes" below. If you enter updated amounts, please check "no" below and explain your changes.

Weeks	Amount	Corrected Amount
Week ending: 8/6/2021	\$125.00	_____
Week ending: 8/13/2021	\$125.00	_____
Week ending: 8/20/2021	\$125.00	_____
Week ending: 8/27/2021	\$125.00	_____

YES OR NO

I certify that all of the information listed above is true and accurate. If I answered "no" and filled in corrected amounts on the lines above I have explained the changes below and attached proof of the reason for the change (ex. an updated provider rate sheet if the rate has changed or my child's enrollment status has changed, etc.). I certify the services were provided as detailed above, or with the corrections listed below.

By signing below, I also certify that I understand it is a crime to make a false statement on this form. If I make a false statement, I may be subject to criminal prosecution and punishment including a fine, imprisonment, or both. Federal employees may also be subject to administrative punishment, including termination of federal employment. Parents/Guardians also certify they are still employed at the federal agency listed above and are the parent or legal guardian of the child listed above. Childcare Providers also certify they understand it is their responsibility to notify FCCS if they are no longer licensed for any reason.

Parent or Legal Guardian Signature _____

Date (on or after last Friday of invoice month) _____

Childcare Provider Signature _____

Date (on or after last Friday of invoice month) _____

In order for payment to be processed, the appropriate box above must be checked (YES OR NO), and the form must be signed by both parent/legal guardian and childcare provider. Once signed, the form should be emailed to childcare@feea.org or faxed to 202-559-1380 no earlier than the last Friday of the month.

How payments are processed

- ◆ If the invoices are complete and correct, payment will be processed within 10 business days of receipt.
- ◆ When payment is made, you and the provider will receive an email notifying you the payment has been made.
- ◆ We encourage all providers to enroll in ACH payments in order to receive payments more quickly.

What if your information changes?

- ◆ You must notify FCCS immediately of any changes to information submitted for the purpose of qualifying for a child care subsidy under this policy to include any of the following:
 - ◆ Change in address, email, and/or telephone number;
 - ◆ Separation from Agency
 - ◆ Change in spouse's work or education schedule;
 - ◆ Change in marital/domestic partnership status;
 - ◆ Change in the provider's status as a licensed and regulated child care provider; or
 - ◆ Change in the status of the child for whom care is being provided (e.g., left care or changed their rate of attendance).

What if you change childcare providers?

- ◆ Notify FCCS immediately at childcare@feea.org so we stop sending invoices to the old provider.
- ◆ Complete a new OPM Form 1644 (available at www.CBPChildcareSubsidy.com) with the new provider's information, along with a copy of their childcare license and chart of fees.
- ◆ Complete the online change form and upload the above documents at <https://feefccs.secure.force.com/ChildcareUpdateForm>.

What if you need to register a new child in the program?

- ◆ Complete a new OPM Form 1643 (available at www.CBPChildcareSubsidy.com) with the new child's information.
- ◆ Complete a new OPM Form 1644 (available at www.CBPChildcareSubsidy.com) with the provider's information (even if it is the same provider as another child), along with a copy of their childcare license and chart of fees.
- ◆ Complete the online change form and upload the above documents at <https://feeafccs.secure.force.com/ChildcareUpdateForm>.

How do I do my annual re-certification?

- ◆ By April 30 of each year, enrolled employees must:
 - ◆ An updated OPM Form 1643 (available at www.CBPChildcareSubsidy.com).
 - ◆ A copy of their full signed tax return; if married filing separately, must submit copies of both parents' returns.
 - ◆ A most recent pay stub for employee and spouse/partner (if applicable)
 - ◆ An updated provider rate sheet.
- ◆ FCCS will email participants a secure file upload link to return these documents.
- ◆ If all required documents are not received by April 30, the subsidy will end. If your subsidy ends, you will have to submit a new, qualifying application and acceptance will depend upon available agency funding.

Thank You!

