

Federal Employee Childcare Subsidy Program FAQ '

Q. What is the Federal Employee Childcare Subsidy Program? '

A program authorized under Public Law 107-67, Sec. 630, which permits Federal agencies, at their discretion, to use appropriated funds normally available for salaries to assist their lower income employees with child care costs.

Q: Where can I apply for the Childcare Subsidy Program?

A: If FCCS administers your agency's program, you can apply online at:

<https://feeachildcareservices.com/programs/>. We may also accept application documents via fax or mail. Please DO NOT email documents containing sensitive Personally Identifiable Information (such as your SSN); these types of documents should always be provided via the secure online forms. A full list of documents required to be submitted with your application is listed on our website under "Required Application Materials".

Q. Who qualifies as a child?

Your child must have the following relationship to you: a) a biological child who lives with you; b) an adopted child; c) a stepchild; d) a foster child; e) a child for whom a judicial determination of support has been obtained; or f) a child who you, your spouse or domestic partner, are the parent or legal guardian of, and to whose support you make regular and substantial contributions.

Your child must be age 13 or under, or under age 18 if your child has a disability. A child with a disability is defined as one who is unable to care for himself or herself based on a physical or mental incapacity as determined by a physician or licensed or certified psychologist or psychiatrist.

Q. Does my childcare provider need to be licensed in order to be eligible for reimbursement through the Childcare Subsidy Program?

A: Childcare providers must either be licensed as childcare providers OR exempt from licensure in the state or locality in which they operate in order to be eligible for reimbursement. We require a copy of your childcare provider's current, unexpired license or a copy of official regulatory language allowing for exemption with state and/or local child care regulations. If your childcare provider is exempt from licensure, we may require an official letter of license exemption.

Q: What are the income eligibility requirements for my agency?

A: Each agency has different total family income eligibility requirements in order to be eligible to participate in the program. Please refer to your agency-specific flyer on our website for information on income requirements for your agency:

<https://feeachildcareservices.com/programs/>. The program eligibility levels are based on Total Family Income, as determined from the adjusted gross income reported on your, and your spouse or domestic partner's (if applicable), most recent federal income tax return(s).

Q: Upon acceptance into the Childcare Subsidy Program, is my awarded monthly subsidy per child or per family?

A: Please refer to your agency-specific flyer on our website for information on subsidy reimbursement: <https://feeachildcareservices.com/programs/>.

Q: I just applied for the Childcare Subsidy Program - how long does it take until a decision is made on my application?

A: We process applications in the order in which they are received, but complete applications are generally processed within 7 business days of receipt. You will hear from us via email whether your application is approved, declined, or if further documentation is needed to proceed. In some cases, an agency may start a waitlist or institute a specified enrollment period depending on availability of program funding.

Q: I was just accepted into the Childcare Subsidy Program - what happens next?

A: Upon acceptance into the program, you will receive an Award Letter for each enrolled child, which you will need to sign and return to us via email at childcare@feea.org. Once we receive your signed Award Letter(s), we will begin emailing monthly invoices to you and your childcare provider. Invoices are usually generated and sent via email to the federal employee parent and the childcare provider around the 10th of each month. As most agencies implement this as a reimbursement program in order to verify actual attendance, we are only able to begin receiving and processing completed monthly invoices on or after the last Friday of the service month. Invoices must be signed and dated on or after the last Friday of the service month by both the federal employee parent enrolled in the program and the childcare provider. Please email your completed monthly invoices to childcare@feea.org.

Q: How will my childcare provider be reimbursed each month?

A: Childcare providers are paid directly, after receipt and approval of the prior month's invoice, through Automatic Clearing House (ACH) electronic payments. Childcare providers should complete the ACH authorization section on OPM form 1644 to ensure prompt processing of payments. If your childcare provider is unable to provide their banking information, we will send a check via mail directly to your childcare provider. Please be advised that ACH payment is suggested, as it is the most secure and prompt method of payment. You and your provider will receive an email confirmation after each payment is made.

Q: How do I notify FCCS if I change childcare providers or if I would like to add a new child to my subsidy?

A: Any changes to your childcare subsidy must be made through a secure form on our website at: <https://feeachildcareservices.com/programs/>. Current participants will upload their required documentation under the "Update My Provider, Provider Payment Information, or Add a Child" button on that page. When submitting your update, you will be prompted to attach the following documents:

- OPM form 1643 (only if you are adding a new child to your subsidy)
- OPM form 1644
- 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

Q: How do I stay enrolled in the Childcare Subsidy Program each year?

A: To ensure continued eligibility, enrolled participants must submit recertification documents by the end of April each year. Most agencies require participants to submit an updated OPM form 1643, a most recent pay statement for each parent/guardian in the household, a copy of your most recent Federal Tax Return(s), and a provider fee schedule, as well as an updated provider license if it is expired or expiring. Recertification reminders will be emailed beginning in February of each year. Documents are submitted via a secure recertification link, which is available on our website only during the recertification period each year.

Q. Are there income tax implications of receiving a childcare subsidy?

FCCS is unable to provide individual tax advice. Please refer to Section 129 of the Internal Revenue Code, IRS Publication 503, regarding child and dependent care expenses, and consult with your personal tax advisor if you have questions.

Q. If I have additional questions who should I contact?

If you have additional questions not answered above or on your agency's flyer, please contact FEEA Childcare Services Inc. either via email to childcare@feea.org or by calling: 202-559-7042.