

CHILD CARE SUBSIDY APPLICATION

Employee Name:

Work Location/Address:

Work Telephone Number:

NIST Email Address:

I, _____, understand the following NIST Child Care Subsidy Policies:

1. The NIST Child Care Subsidy Program is operated on a first-come, first-served basis. If the NIST program administrator determines that all agency funds for the current contract year have been committed, newly completed applications will be placed on a waiting list in the order of the date they are received.
2. Monthly subsidy invoices must be turned in to NIST Subsidy Program Manager, within 60 days of the last day of the month care was provided in order to receive reimbursements. Example: Invoice dated January 31 needs to be to program manager no later than March 31.
3. Participants are required to re-apply annually according to written instructions from the Subsidy Manager.
4. Subsidy benefits terminate immediately for participants who leave the employment of NIST.
5. Participants who leave the employment of NIST are required to notify the program manager and their childcare provider immediately.
6. Participants who fail to notify the program manager of their termination of employment at NIST, and continue to receive payments, will be required to re-pay the government.
7. Knowingly making false or fraudulent statements on any of the Child Care Subsidy forms or documents are grounds for immediate termination of subsidy benefits. NIST employees who knowingly make false or fraudulent statements are subject to criminal prosecution and punishment including a fine, imprisonment, or both. In addition, NIST employees may be subject to administrative punishment, including the termination of federal employment. (U.S. Code, title 18, section 1001.).
8. By submitting my application to the NIST Child Care Subsidy Program, I am agreeing to the below Privacy Act Statement:

Privacy Act Statement

Authority: Public Law 107-67, § 630, 2001 Treasury and General Government Appropriations Act.

Purpose: The National Institute for Standards and Technology (NIST) contracts with FEEA Childcare Services, Inc. to provide services and an application portal for NIST federal employees to submit information for consideration of childcare subsidy benefits. Once submitted, FEEA staff review Applicant documentation to determine eligibility in accordance with Federal and NIST defined criteria. FEEA also tracks funding provided by NIST and dispersals to validated Child Care Providers, and provides monthly, quarterly, and annual reports to NIST. This service and application play a key role in the recruitment, retention, and diminished absenteeism of the NIST workforce.

Routine Uses: FEEA Childcare Services, Inc. will use the information collected to perform the requisite reviews of the applications to determine eligibility, and to submit programmatic reports to NIST. Disclosure of this information is also subject to all the published routine uses as identified in the Privacy Act System of Records Notices: NIST-8: Child Care Subsidy Program Records.

Disclosure: Furnishing this information is voluntary. When you submit the required information, you are indicating your voluntary consent for FEEA Childcare Services, Inc. to use the information submitted for the purpose stated.

Employee Signature:

Date:

