

# STATE DEPARTMENT CHILDCARE PROGRAM BENEFITS



The Department of State Childcare Subsidy Program provides financial assistance to ease the burden of childcare expenses for eligible State employees in accordance with Public Law 107-67, Sec. 630.

## Eligibility Requirements

- Be a full-time State employee with a total family income of less than \$170,000 (Based on most recent IRS Form 1040, 1040A, or 1040 EZ Adjusted Gross Income).
- Have a child under 13 (or if disabled under 18), enrolled in family home or center-based day care (or before and after care). Childcare providers must be licensed and/or regulated by state or local authorities. Eligible children include a biological child, an adopted child, a stepchild, a foster child who lives with you, or a child for whom a judicial or legal determination of support has been obtained, and to whose support you make regular and substantial contributions.
- Subsidy benefits may be affected if an employee or their spouse is receiving other federal, state, or local childcare subsidies.

## How does the program work?

- After being approved and enrolled in the program, parents and providers sign an invoice and return on or after the last Friday of the service month. Subsidies are then paid directly to the childcare provider. Please note: as this is a reimbursement program, subsidies are paid in arrears (after childcare has been provided for the month).
- Parents complete a recertification process each year to ensure continued eligibility.
- There is a \$416 per month/\$5,000 per calendar year subsidy maximum; reimbursement is dependent on actual weekly cost and families cannot receive more than they have paid (if your total cost is less than \$416/mo, your reimbursement will be less than \$416).

Total Family Income	Monthly Subsidy Reimbursement
under \$170,000	up to \$416

## How can I apply?

- Please visit [www.feeeachildcareservices.com/](http://www.feeeachildcareservices.com/) for more information and to submit an application.

## Questions?



Phone: 202-559-7042  
Fax: 202-559-1380  
Email: [childcare@feea.org](mailto:childcare@feea.org)

1641 Prince St.  
Alexandria, VA 22314  
[feeachildcareservices.com](http://feeachildcareservices.com)