

Child Care Subsidy Program (CCSP)

Household Childcare Provider

Frequently Asked Questions (FAQs)



How do I know if I qualify for the program?

To be eligible to participate in the program you must:

- Work for CBP on a full- or part-time basis.
- Have a Total Family Income, or Adjusted Gross Income on IRS tax forms, below \$175,000.
- Have a child under the age of 13 or a disabled child under the age of 18.
- Have a legal responsibility to make regular and substantial contributions to support your child.
- Utilize eligible, licensed and/or regulated, childcare or be within 30 calendar days of childcare start date.



I use a household childcare provider for childcare services (i.e., a nanny, au pair, etc.). Do I qualify to participate in the program?

Yes, if you work within the continental U.S. and meet all other eligibility requirements, you are able to participate in the program while using a household childcare provider.

Currently, the CCSP household childcare provider eligibility framework is only available to state-side employees. CBP is exploring avenues to extend this flexibility to employees stationed internationally, but at this time the possibility is unknown. If you are stationed internationally and your household childcare provider cannot provide proof of license/regulation, you are currently ineligible to participate in the CCSP.



Is the application process different for employees who utilize a household childcare provider?

All employees, regardless of provider type, must apply for the program using the link on the [CCSP SharePoint page](#).

Additionally, employees utilizing a household childcare provider must complete the [Household Childcare Provider Requirements Form.docx \(sharepoint.com\)](#) and submit the required supporting documents outlined in Section IV of the form.



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How do I determine that my household childcare provider meets state licensing requirements?

Household childcare provider requirements (if any) vary state by state, CBP's [CCSP research guide](#) may be helpful to begin researching this information.



How do I pay my household childcare provider in accordance with state and federal requirements? What tax forms do I need to be aware of?

Household employer tax requirements vary by state, listed below are links to help you begin researching this information:

- Household Employee Payroll Services ([link to a sample of options](#))
- CBP's [Employee Assistance Program](#) for free financial and legal consultations
- CBP's [CCSP Research Guide](#)
- [IRS Household Employer's Tax Guide](#)



Where do I find my household childcare provider's workers' compensation insurance policy?

Most states require workers' compensation coverage for household employees. Workers' compensation insurance provides employees medical, wage and other benefits if they have a work-related injury or illness. If you do not have this insurance in place, employees can research options online and/or reach out to their homeowners' insurance for more assistance.



How does my household childcare provider complete their CPR and First Aid certifications? Where do I find their already completed CPR and First Aid certifications?

CPR and First Aid certifications can be obtained through the American Red Cross. Classes can be found utilizing the American Red Cross class [search tool](#). To find previously completed CPR and First Aid certifications, please visit the American [Red Cross "Find My Certificate" search feature](#).



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Should my household childcare provider contract be a specific format?

The contract that you draw up between your family and your household childcare provider can be personalized based on your own needs. For the purpose of participation in CBP's CCSP, it must include the household childcare provider's daily requirements, schedule, and hourly rate.

If you need help creating a contract that works for your family and your household childcare provider, templates can be found online through [care.com](https://www.care.com) and other similar websites. Additionally, the [CBP Employee Assistance Program](#) offers a free 30-minute consultation with a legal and/or financial professional for each concern you may have.



How does my household childcare provider complete their State and Federal Background Checks? Where do I find their already completed background checks?

State Background Checks are unique to individual states. To help you research the process for the state in which care is being provided, please visit [CBP's CCSP research guide](#). Federal Identity History Summary Checks can be initiated [here](#).



What is a Federal Employer Identification Number (EIN)? How do I get an EIN? Where do I find my EIN Confirmation Letter?

An Employer Identification Number (EIN) is also called a Federal Tax Identification Number. It identifies a business entity for tax purposes when filing tax returns or making deposits. Generally, businesses need their own identification number. The Internal Revenue Service (IRS) [provides steps for applying for an EIN](#). When you [apply for your EIN](#), you can download, save, and print your EIN confirmation notice. If you cannot find your EIN confirmation, you may need to reach out to the IRS.

[Household Childcare Provider Form](#)

