



CBP Workforce Care

Child Care Subsidy Program (CCSP)

Frequently Asked Questions For Employees Stationed Internationally

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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 licensed (or equivalently regulated) childcare or be within 45 calendar days of childcare start date.

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Is the application process different for employees stationed internationally?

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

Additionally, employees stationed internationally must complete the [CCSP Employees Stationed Internationally Requirements Form \(sharepoint.com\)](#) and submit the required supporting documents outlined in Section V of the form. If the application cannot be processed due to discrepancies with the childcare provider's overseas license/regulation status and/or regulatory governing body, the employee must coordinate with the CCSP Program Manager (CCSP PM) at FAMILYCARE@cbp.dhs.gov to complete the application.

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Does the International Operations and Advisory Directorate (IOAD) or the Office of International Affairs (INA) coordinate this program?

The CCSP is not specific to employees stationed internationally. Therefore, IOAD and INA do not coordinate this program. The CCSP is offered through [CBP Workforce Care](#) within Enterprise Services. Please work with CBP Workforce Care at CBPresilience@cbp.dhs.gov for all CCSP questions and concerns.





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4 How do I determine and prove that my childcare provider is licensed (or equivalently regulated)?

Since childcare licensing or its equivalent is not standard or required in all foreign locations, the employee must coordinate with the CCSP PM at FAMILYCARE@cbp.dhs.gov to determine an acceptable proof of regulation/licensure or alternate method for ensuring the desired childcare provider is safe and appropriate. If a foreign location requires that childcare be regulated, the CCSP PM can accept local licensure or proxy for licensure, if appropriate.

5 My provider does not accept the U.S. dollar. Can I still participate in the program?

Payment of monthly subsidies will be paid directly to participants assigned to foreign locations whether the provider accepts U.S. dollar or not. The participant must maintain a United States bank account in order to receive direct reimbursements.

Please note that this is a different reimbursement process from that established for employees located within the continental U.S., where the program administrator reimburses childcare providers directly.

6 How are exchange rates taken into account?

When an employee applies to the program, the estimated monthly subsidy amount is determined by the previous tax year's exchange rate average published by the IRS on this site. Once an employee is approved for the program, the program administrator and CCSP PM will review exchange rates quarterly and any adjustments to the monthly subsidy amount will be emailed to the employee for awareness and noted on the following invoice.

Due to the fluid nature of exchange rates, currency exchanges could result in a surplus or deficit to the reimbursement amount. In the case of surplus due to exchange rates, the participant is not responsible for reimbursing CBP for the difference, and in the case of a deficit due to exchange rates (i.e., a subsidy amount is lower than the original estimated monthly subsidy amount), the participant will not receive reimbursement for the difference.





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How does CCSP work in tandem with school stipends and education allowances available to employees stationed internationally?

The school stipend/education allowance and CCSP do not work in tandem. They are separate programs coordinated through different offices (CBP Workforce Care, INA, and IOAD). The CCSP does not cover traditional public or private schooling. The CCSP covers part- or full-time childcare such as daycare, pre-school, before-and-after-school programs, and daytime summer programs not covered by the school stipend or education allowance.

If you are receiving a school stipend or education allowance for the child(ren) included on your CCSP application, you will be required to provide proof (e.g., tuition breakdown or receipts) showing that you are seeking CCSP benefits only for authorized childcare programs and not for traditional schooling.

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I use a Household Childcare Provider for childcare services (i.e., a nanny, au pair, etc.). Can I participate in the program?

Currently, employees stationed internationally must utilize a licensed (or equivalently regulated) childcare provider. The CCSP household childcare provider eligibility framework is currently only available to employees located within the continental U.S. CBP is exploring avenues to extend this flexibility to employees stationed internationally who utilize a household childcare provider.

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Are there tax limitations?

Yes. The total amount of benefits a participant receives from dependent care assistance programs is reported on the participant's Form W-2 in box 10. This may include a subsidy received under the CCSP, contributions to a Dependent Care Flexible Spending Account (DCFSA), and/or CBP Backup Care Program benefits. Any amount exceeding \$5,000 (\$2,500 if married filing separately), or as updated by IRS, may be treated as taxable income.

It is the sole responsibility of a participant to determine the tax implications, if any, upon receipt of benefits under the CCSP or another dependent care assistance program. Participants are encouraged to seek advice related to their tax liability from their personal financial advisor.

Helpful Resources

- Visit the [CCSP SharePoint Page](#) to further research eligibility requirements and learn how to apply.
- Contact FAMILYCARE@cbp.dhs.gov for questions or more information.
- Visit the [CBP Workforce Care SharePoint Page](#) to explore the variety of wellness programs and support CBP offers to empower its workforce and their families.

