



## DEPARTMENT OF LABOR CHILD CARE SUBSIDY PROGRAM

### THIS SPOTLIGHT SUPERSEDES SPOTLIGHTS NO. 728, 741, 749, AND 820.

THIS INFORMATION WILL BE MADE AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST TO THE OFFICE OF WORKLIFE AND BENEFITS PROGRAMS, ROOM N5454 - FPB, (202) 693-7610.

### General Information

Public Law 107-67, the 2001 Treasury and General Government Appropriations Act, allows Federal agencies, at their discretion, to use appropriated funds normally available for salaries to assist lower income employees with their child care costs on a permanent basis.

In keeping with DOL's commitment to foster a quality workplace for all employees, DOL provides child care subsidies to lower income DOL families to assist them in their efforts to obtain quality, licensed day care for dependent children through the age of 13 and disabled children through the age of 18. This program is for all full-time and part-time permanent DOL employees.

### Eligibility

To qualify for a subsidy, employees must use licensed child care, be a permanent employee, and have a total family income of less than \$60,000. The parameters of the program are as follows:

<u>Total Family Income</u>	<u>Percentage of Actual Child Care Costs Paid by DOL</u>	<u>Monthly Subsidy Not to Exceed**</u>
Less than \$26,929	70%	\$500
\$26,929 - \$30,580	60%	\$400
\$30,581 - \$39,999	50%	\$375
\$40,000 - \$49,999	40%	\$350
\$50,000 - \$59,999	30%	\$250

\*\*Subsidy amounts apply to total costs of child care, not cost per child.

Note: The Dependent Care Federal Flexible Spending Accounts (DCFSA) Program, available through the Flexible Spending Accounts for Federal Employees (FSA FEDS), allows you to set aside up to \$5,000 or \$2,500 (if you are married and filing separate income tax returns) annually, on a pre-tax basis, for child care and elder care programs. When you participate in the Child Care Subsidy Program (CCSP), the subsidy you receive counts towards your \$5,000 or \$2,000 DCFSA pre-tax benefit limit. As such, you can elect to set aside up to the limit in a Flexible Spending Account minus the amount you receive in child care subsidy. Please note there is a \$250 minimum election for participation in the DCFSA program. For more information on the Flexible Spending Account, go to [www.fsafeds.com](http://www.fsafeds.com) or call 1-877-FSAFEDS (1-877-3337).

Consult with your tax advisor and review the IRS guidance on Child and Dependent Care Expenses ([www.irs.gov](http://www.irs.gov)) to ensure that you are aware of the tax implications.

## **Program Administrator and Application Form**

First Financial Associates, Inc. (FFA) administers the CCSP for the Department. All mailings concerning the program and all payments will be made by FFA. The following documents need to be completed and forwarded to FFA:

- 1) a Child Care Tuition Assistance Application Form ([OPM Form 1643](#), May 2003), available on-line at [http://www.opm.gov/forms/pdf\\_fill/opm1643.pdf](http://www.opm.gov/forms/pdf_fill/opm1643.pdf) - *be sure to note on the application that you are a Department of Labor employee*;
- 2) a Child Care Provider Information for the Child Care Subsidy Program for Federal Employees Form ([OPM Form 1644](#), May 2003), available on-line at [http://www.opm.gov/forms/pdf\\_fill/opm1644.pdf](http://www.opm.gov/forms/pdf_fill/opm1644.pdf), signed by your child care provider;
- 3) pay statements for the two most recent pay periods for each parent or guardian;
- 4) a copy of your most recent Federal income tax return;
- 5) a copy of your most recent SF-50, Notification of Personnel Action; and
- 6) a copy of your child care provider's current license or statement of compliance with State and/or local child care regulations.

Mail to:

**First Financial Associates, Inc.  
7079 Hayden Quarry Road  
Lithonia, Georgia 30038**

Employees already participating in the program need not reapply any time the benefit changes. Employees not currently participating in the program may apply at any time. New applications received and approved will be effective the beginning of the month in which they are approved.

You will receive a letter of notification concerning the decision on your application within 10 business days of receipt of your application. If approved, FFA will pay the subsidy directly to the child care provider. No payments will be made to employees.

If you have any questions about the program or your application, please call First Financial Associates, Inc., on 1-800-453-8151.

**ALL INFORMATION IS KEPT STRICTLY CONFIDENTIAL.**