# Application Procedures

The application process for the Child Care Subsidy Program (CCSP) has transitioned from a paper application process to an automated system. The Child Care Records Management System (CCRMS) gives employees the ability to apply for program eligibility on-line using their VA Network Identification (NT ID). Employees without an NT ID, will fill out the required paper applications and contact their local HR office for assistance with entering their information into the system.

Your local servicing HR office will submit all applications to **OHRM,** **VA Child Care Subsidy Program** through the CCRMS. The following forms must be completed on-line and supporting documents must be downloaded into CCRMS to complete each application package:

* VA Form 0730a, VA Child Care Subsidy Employee Application Form
* VA Form 0730b, Child Care Provider Information (for the Child Care Subsidy Program)
* Copy of provider(s) license and schedule of fees
* Copy of most recent SF-50, Notice of Personnel Action
* Copy of last two (2) Earning and Leave (E&L) Statements
* Signed and dated copy of federal tax return (IRS Form 1040), including spouse's, if applicable
* Copy of all W-2 forms, including spouse's, if applicable