CHILD 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. You can only complete your application via a VA computer. **No paper applications will be accepted by CCSP office for processing.** Your local servicing HR office point-of-contact for the program should be available to assist you with some application issues and/or reach out to the CCSP staff for additional assistance.

CCSP Links:

Please review attached CCSP Brochure and Application information link to:

Brochure: http://vaww.va.gov/OHRM/ccsp/

Application: https://vaww.ccrms.va.gov/

CCSP Temporary Expansion under COVID-19:

Total Family Income (TFI) eligibility between $90,000 - $144,000 can qualify you for a subsidy benefit equaling 25% of your total cost of child care services under the temporary COVID-19 child care expansion. This is not an automatic or guarantee benefit for employees. All employees must go through the application process and benefits are not retroactively paid. You must re-apply with updated financial information by April 30th of each year until the expansion program expires.

CCSP Forms:
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
  - Completed on-line
- VA Form 0730b, Child Care Provider Information
  - Must be completed by the child care provider or facility
  - Must include signature by the provider and weekly cost of care – most missed information on the form.
- Copy of provider's or facility's daycare license
- Copy of provider's or facility's schedule of fees or letter from the provider stating cost of care with signature

- Copy of most recent SF-50, Notice of Personnel Action
- Copy of most recent two (2) Earning and Leave (E&L) Statements (save as separate documents) – upload one document – then save and then upload 2nd document and repeat the pattern – see additional instructions in the "Upload Section".
- Sign and date copy of your federal tax return (IRS Form 1040), including spouse's, if applicable (using current date to verify this was your taxes submitted to IRS)
- Copy of all W-2 forms, including spouse's, if applicable

Qualified Child Care Provider:

Employees must use a child care provider and/or facility in which is center-based, home-based, and/or before/after care child care facilities that is licensed and/or regulated by the state and/or local regulating authorities. Church-based daycares with a religious exemption can also be used by the program.

Uploading Instructions:

Please use the following format to name your documents and save in a PDF format.

Example of how to name your documents for uploading purposes:

- Kam1040taxes (Signature Required on 1040 Taxes prior to uploading)
- KamSF50 (SF-50 – from the current year)
- KamLES1 (Leave and Earning Statement/Pay stub #1)
- KamLES2 (Leave and Earning Statement/Pay stub#2)
- KamBC1 (Birth Certificate #1)
- KamBC2 (Birth Certificate #2)
- KamSchFees (Schedule of Fees)
- KamVA0730b (VA 0730b form – Provider' information)
- KamCCL (Child Care License)
- KamW2 (W2)
- KamCOVID (COVID – 19 Memo)

Note: Final Application **ACTION….

- You must sign your application to move it from **"New"** to **"Pending Verification"** for your HR office and CCSP Office review process to begin.
- If your application remains in a **"new"** status for **90 days**, the system will automatically delete it.