Thank you for your interest in the FAA Child Care Subsidy Program. Please attach the forms and required documents to this checklist and mail, fax or email to:

ASIWorks, Inc.
Attention: FAA Child Care Subsidy Program
Mr. Sherwood Walker, Program Coordinator
8301 Professional Place, East – Suite 205
Hyattsville, MD 20785
(301) 552-7120 ext. 167
Fax (301) 577-1923
swalker@asiworks.com

Attached

☐ OPM Form 1643: Child Care Subsidy Application
☐ OPM Form 1644: Child Care Provider Information Form

Other Required Documents - Employee
☐ Pay stubs for 2 most recent pay periods for each parent or guardian in the household
☐ Federal Tax Return (first page of IRS Form 1040 or 1040A)
☐ State Tax Return (first page)

Other Required Documents - Provider
☐ Current Providers’ license
☐ W-9 tax form

For assistance, please call ASI FAA Program Help Desk at (301) 552-7120 ext. 151. For extra copies of blank forms, go to the website, https://childcaresubsidymatters.com and click on Blank Forms.

Submitted by: ________________________________ FAA Employee

______________________________
(signature)

_________________________________________
(print name)

Reserved for ASI

Date Received ____________________________ ☐ Complete ☐ Incomplete
The FAA Child Care Subsidy Program is intended to provide an incentive for the use of safe and reliable day care and, thus, improve employee productivity and morale. FAA has contracted with ASIWorks, Inc. (ASI), a private administrative services organization, to administer this program.

To enroll in the FAA Child Care Subsidy Program:

1. Read the Child Care Subsidy Policy and Frequently Asked Questions to see if you, your child care provider, and your child(ren) meet the eligibility requirements.

2. Complete OPM Form 1643 and OPM Form 1644, online and print.

3. Make copies of your “Other Required Documents” listed on the ASI Enrollment Checklist.

4. Complete all sections of the ASI Enrollment Checklist and mail with the originals of the completed forms and copies of the required documents to:
   
   ASIWorks, Inc.
   Attention: FAA Child Care Subsidy Program
   Mr. Sherwood Walker, Program Coordinator
   8301 Professional Place, East - Suite 205
   Hyattsville, Maryland 20785

Visit the program website at https://childcaresubsidymatters.com, call the ASI Help Desk at 301-552-7120 ext. 151 or send a confidential fax to 301-577-1923 for additional blank forms and program information.

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**Enrollment Package Materials**

- FAA Child Care Subsidy Policy and Frequently Asked Questions
- OPM Form 1643: Child Care Subsidy Application Form
- OPM Form 1644: Child Care Provider Information Form
- ASI Enrollment Checklist
FEDERAL AVIATION ADMINISTRATION
CHILD CARE SUBSIDY POLICY

Excerpts from: Human Resources Policy Manual (HRPM)
Human Resources Operating Instructions (HROI)
This HROI Established: 6/1/2008
This version effective: 6/1/2008
Use this HROI in conjunction with: WL-12.1 FAA Child Care Subsidy Program

BACKGROUND INFORMATION
This policy addresses the implementation of a Child Care Subsidy Program available to permanent full-time FAA employees. Public Law 107-67, Sec. 630, permits Federal agencies, at their discretion, to use appropriated funds normally available for salaries to assist their lower income employees with child care costs. The FAA has chosen to establish this program for its lower income employees.
Child Care Subsidy Program applications will be processed according to the postmarked date. If all agency funds have been committed, new applications will be placed on a waiting list which will be maintained by the Vendor.

ELIGIBILITY AND BENEFIT SCHEDULE
Employees who meet the criteria below and have an eligible child(ren) may be eligible to receive child care tuition assistance:

An employee must:
1: Be permanent with a full-time position. Excluded from this program are all other categories of employees and contractors.
2: Have a combined adjusted gross family income of less than $85,000 per year.
3: Have a child(ren) enrolled in a qualifying day care center or day care home that is licensed or certified to provide day care services in the state or location in which it operates. (See Qualifying Child Care Provider section below.)

The amount the employee can receive depends on the employee’s total family income* and the amount the qualified employee pays for child care. The chart below shows the percentage of the employee’s total child care costs that FAA will pay based on the employee’s total family income.

<table>
<thead>
<tr>
<th>If the employee’s Total Family Income* is...</th>
<th>Then FAA Will Pay This Percentage of the employee’s Child Care Costs **</th>
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*Refers to line 37 on Internal Revenue Service (IRS) Tax Return Form 1040 or Line 21 on IRS Tax Return Form 1040A.

**The employee’s award will be reduced by the amount of other state or local child care subsidies the employee receives.
The child(ren) must be:
1: Age 13 years old and younger or disabled under 18 years old
2: Members of the household maintained by the eligible FAA employee and have one of the following relationships to the eligible FAA employee:
   Biological child who lives with the employee
   Adopted child, stepchild, or foster child
   Child for whom a judicial determination of support has been obtained
   Child whose support is provided by the eligible FAA employee via regular and substantial contributions. The employee must be the parent or legal guardian.

The child care provider must:
1. Be a licensed or certified child care home or center regulated by the state or local authorities where the child care services are being delivered.
2. Provide proof of current licensure or certification of compliance before being accepted in the program.
3. Maintain child care license or certification in good standing at all times while participating in the program. Loss of child care license or certification of compliance will lead to suspension and termination as a qualified child care provider.

RESPONSIBILITIES

Employee Actions
An employee seeking and accepting child care subsidy should:
Step 1: Review the Eligibility and Benefits section of the HRPM FAA Child Care Subsidy Program.
Step 2: Determine if he or she meets the initial eligibility requirements based on total family income.
Step 3: Download the Enrollment Package from the project website: https://childcaresubsidymatters.com or contact Mr. Sherwood Walker, Project Coordinator, at 301-552-7120 ext. 167 (voice); 301-577-1923 (FAX) or swalker@asiworks.com (email) to request the Enrollment Package.
Step 4: Complete online, print, sign, and return the required forms and documents in order for the child care subsidy application to be processed:
   OPM Form 1643: Child Care Subsidy Application
   OPM Form 1644: Child Care Provider Information
   ASI Enrollment Checklist
The application specifies the supporting documentation is required as proof of the employee’s and provider’s eligibility:
   • Pay stubs for 2 most recent pay periods for each parent or guardian in the home
   • Copy of previous year Federal tax return (first page of IRS 1040 or 1040A))
   • Copy of previous year state tax return (first page)
   • Copy of the proposed child care provider=s current child care license or certificate of compliance from the state or local government
   • Copy of the proposed child care provider=s current W-9 tax form
   • Provide birth certificate for child(ren) not listed as dependent on Federal tax return
Step 5: Send the completed Enrollment Package with required forms and attachments to the FAA Program Administrator:

ASI Works, Inc,
Attention: Mr. Sherwood Walker, Project Coordinator
FAA Child Care Subsidy Program
8301 Professional Place, East - Suite 205
Hyattsville, MD 20785

These documents are used to verify that the employee’s application includes the following mandatory information:

- Name, home address and employment information for each of the child=s parents;
- Name, date of birth, child care enrollment information and weekly cost for each child to be covered;
- Gross annual salaries of the father, mother and/or guardian, as appropriate, and adjusted gross family income as reported on the most recent Federal income tax return;
- Amount and source of any other state, county or local child care subsidies;
- Previous year Federal and State income tax returns;
- Completed and signed child care provider information form, along with proof of the provider=s licensure and the provider=s Federal tax identification number; and
- Such other information or documents as FAA may require to administer the Child Care Subsidy Program.

Step 6: After award, notify ASIWorks, Inc. of any changes in FAA employment status, child care arrangements or family income that would impact on eligibility or child care subsidy amount. ASIWorks, Inc. will notify the employee if he/she no longer meets the eligibility criteria for the subsidy. No subsidy will be paid for eligible child care expenses incurred after the date the employee ceases to be eligible.

Step 7: As a participant in the FAA Child Care Subsidy Program, certify on the monthly provider=s invoice that the charges for child care services during the billing period are accurate, that the employee continues to be a permanent full-time FAA employee, that the amounts indicated on the invoice for subsidy payments, if any, from other sources are accurate, and that the employee has paid the employee share of the total child care costs. Monthly invoices are approved by both the child care provider and the FAA employee, and then forwarded to ASIWorks, Inc. ASI will make the monthly subsidy payment directly to the child care provider.

Step 8: Pay the employee=s share of the monthly child care services directly to the child care provider on time.

Step 9: Submit a re-certification package each year to confirm continued eligibility for (a) family income, (b) employment status, and (c) child(ren=s) eligibility. The annual recertification date is the anniversary date of receipt of the initial complete enrollment application by ASIWorks, Inc.
Step 10: Verify the tax implications with a tax professional. The tax laws regarding child care credits and subsidies are complicated. FAA employees should be aware that there will be tax consequences to receiving a subsidy greater than $2,500 per year (if married, filing separately) or $5,000 per year (if filing as a married couple or single person, head of household). Also, if the subsidy the employee receives for a child who does not meet the Internal Revenue Service's definition of a dependent, the subsidy will be treated as taxable income to employee. FAA employees applying for and participating in the Child Care Subsidy Program are responsible for determining the household income tax situation.

Publication 503 “Child and Dependent Care Expenses” is a tax resource that may be helpful. This publication may be found at the Internal Revenue Services' website, www.irs.gov, or consult a tax advisor. The subsidy from this program will be reduced if the employee receives state or local child care. Also, the employee is responsible for determining whether acceptance of FAA subsidy affects the employee’s eligibility for child care subsidies from any other source.

Program Administrator Actions
ASIWorks, Inc. actions include, but are not limited to, the following:

1. Notify the qualified employee in writing when the application is initially approved or re-certified by FAA.
2. Provide access to all Child Care Subsidy Program documents, electronically and by mail and fax.
3. Be available via phone and email to answer employee questions about the application process and eligibility.
4. Process all subsidy applications according to the postmark date in a timely fashion and promptly notify the employee if the application has been approved or denied.
5. Maintain a wait list of employees who submit applications and are deemed eligible for the Child Care Subsidy Program when Agency funds are not available.
6. Present qualifications of applicants to FAA WorkLife Administrator for approval for subsidy payments.
7. Complete written agreements with qualified FAA employee and qualified child care providers approved for child care subsidy payments by the FAA WorkLife Administrator.
8. Prepare monthly invoices for approval to FAA employees and child care providers before paying the FAA subsidy to the child care provider.

Federal Aviation Administration Actions
The FAA actions are to:

1. Provide policy guidance upon request to FAA employees and family members.
2. Provide Frequently Asked Questions (FAQ) to be distributed by the Program Administrator.
3. Review applicant information from the Program Administrator, ASIWorks, Inc., and approve FAA employees for subsidies.

4. Monitor employee usage of this program.

5. Review and approve the content prepared by the Program Administrator, ASIWorks, Inc., for distribution to FAA employees, their families and child care providers.


REPORTING REQUIREMENTS AND EVALUATION

The Office of Human Resources (AHR) will provide reports annually to the Office of Personnel Management. AHR will also review the use and effectiveness of the child care subsidy program annually and make changes to the HROI as necessary.

The Child Care Subsidy Program benefits are not guaranteed and may be reduced. The Child Care Subsidy Program will not terminate unless appropriated funds are no longer available. If all agency funds have been committed, new applications will be placed on a waiting list that will be maintained by the Program Administrator, ASIWorks, Inc. The continuation of the Child Care Subsidy Program is entirely based on the availability of funds.

CONTACT INFORMATION

ASIWorks, Inc.
Attention: FAA Child Care Subsidy Program
Mr. Sherwood Walker, Program Coordinator
8301 Professional Place, East
Suite 205
Hyattsville, MD 20785

Voice: 301-552-7120 ext. 167
Fax: 301-577-1923
email: dsmith@asiworks.com or swalker@asiworks.com

Website: https://childcaresubsidymatters.com
FEDERAL AVIATION ADMINISTRATION
CHILD CARE SUBSIDY PROGRAM

FREQUENTLY ASKED QUESTIONS

1. Why is FAA implementing a Child Care Subsidy Program?
Public Law 107-67, Section 630, permits Federal agencies to assist Federal
employees with child care tuition costs.

If you meet FAA's eligibility criteria, your child care costs might be reduced. In
addition, you may be able to treat certain amounts of your subsidy as excluded
from gross income.

2. Am I eligible? How much can I receive?
Subsidy is available to permanent full-time FAA employees whose total family
income is $85,000 or less and have a child/children age 13 or under (or disabled
and under age 18) in licensed child care. The amount you can receive depends
on your total family income* and the amount you pay for child care. The chart
below shows the percentage of your total child care costs that FAA will pay
based on your total family income.

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*Refers to line 37 on Internal Revenue Service (IRS) Tax Return Form 1040 or Line 21
on IRS Tax Return Form 1040A.

**Your award will be reduced by the amount of other state or local child care subsidies
you receive

Subsidy benefits are available only for employees who meet the eligibility
requirements. Employees will be eligible for subsidy payments for services
provided only after the subsidy application has been approved.

3. How are subsidy benefits paid?
Each month, either you or your provider will forward the child care invoice to
FAA's program administrator, ASIWorks, Inc. (ASI). Both you and your licensed
child care provider must certify on the form that the child care services were
delivered for your child and you must certify you continue to be a permanent full
time employee with FAA. Once ASI, the program administrator, receives the
completed invoice authorization, payment will be made directly to the child care
provider. Payments are not made to the employee. You will be responsible for
paying the remainder of your child care costs to your child care provider.
4. **How does this subsidy program interact with other child care subsidies?**
   Your subsidy from the Child Care Subsidy Program will be reduced if you receive a state or local child care subsidy. Also, you are responsible for determining whether acceptance of FAA subsidy affects your eligibility for child care subsidies from any other source.

5. **How does this program work?**
   **Family 1:** Sue is a single mother and has two children. Both of the children are in the same licensed child care center, one full-time and the other is in before and after school care. Sue's total monthly tuition bill for both children is $680. Her total family income (Adjusted Gross Income on the IRS tax form) is $21,000. Sue will be eligible to receive a subsidy of $476 a month (70% of $680). Sue will pay her child care provider $204 a month and ASI, the administrator of FAA's Child Care Subsidy Program, will send a check to the provider for $476 each month.

   **Family 2:** Tom and Alice have 3 children in child care with a provider licensed to provide care in her home. Their monthly child care bill is $700. Their total family income (Adjusted Gross Income) is $66,000. Tom and Alice will be eligible to receive a subsidy of $315 a month (45% of $700). Tom and Alice will pay a monthly child care bill of $385 and the child care provider will receive a monthly check for $315 from the administrator of FAA's child care subsidy program.

   **Family 3:** John is a single father with a total family income of $75,500. He has one child in licensed day care at the cost of $480 per month. The State he lives in provides him with an $80 per month child care subsidy ($480 - $80 = $400). John will be eligible to receive a subsidy of $120 per month (30% of John's 400 per month cost after reduction for the State subsidy). John will pay a monthly bill of $280 and the child care provider will receive a monthly check for $120 from ASI.

6. **What child care providers are eligible?**
   The provider must be licensed in the state or location in which it operates. The provider is asked to show proof of license in the application instructions. If you don't currently have licensed child care, information about identifying child care services is included in the US Department of Health and Human Services' Administration for Children and Families website at http://www.childcare.gov.

7. **Can I only use FAA-sponsored Child Care Centers?**
   No, you may choose a center or home-based care that is licensed in the state or location in which it operates. FAA’s onsite and near site centers are eligible for the subsidy.
8. Are there any income tax implications?

The tax laws regarding child care credits and subsidies are complicated. You should be aware that there will be tax consequences to receiving a subsidy greater than $2,500 per year (if married, filing separately) or $5,000 per year (if filing as a married couple or single person, head of household). Also, the subsidy you receive for a child who does not meet the Internal Revenue Service's definition of a dependent will be treated as taxable income to you. You are responsible for determining your income tax situation.

Publication 503 "Child and Dependent Care Expenses" is a tax resource that may be helpful. This publication may be found at the Internal Revenue Services' website, www.irs.gov, or consult your tax advisor.

9. What children are eligible for this assistance?

Children from birth through age 13 and children who are disabled and under age 18 are eligible.

For this subsidy, a child is defined as:
- a biological child who lives with the Federal employee
- an adopted child
- a stepchild
- a foster child
- a child for whom a judicial determination of support has been obtained
- a child to whose support the Federal employee who is a parent or legal guardian makes regular and substantial contributions

The Internal Revenue Service may qualify eligible children differently. Please check with your tax advisor to determine eligibility based on existing tax law as well as any tax implications. The employee is responsible for determining tax implications.

Remember that under this program the benefits you receive may be excluded from gross income if your child meets the IRS's definition of a dependent. If your child does not meet that definition, you may still receive benefits, but they will be considered taxable income.

10. How do I apply?

You can get application forms from ASI, the Child Care Subsidy Program Administrator, at https://childcaresubsidymatters.com or through the Office of Human Resource Management.

Your application forms include information about you and your child and also information about your licensed child care provider. Your child care provider must also complete certain information to be registered as your designated child care provider. For your convenience, you and your provider may complete the application online, then print, sign, and return to ASI. Applications will be
effective during the first full week following the postmark date of the application.

11. **Do I have to re-apply each year?**
   You are responsible for submitting a recertification package each year to ASI, the Program Administrator, to confirm continued eligibility for both your family income and employment status. Your recertification will be based on your annual anniversary of applying to the FAA Child Care Subsidy Program.

12. **Who will administer the program?**
   FAA has chosen Administrative Services, Inc. (ASIWorks, Inc.) to administer the FAA’s Child Care Subsidy Program.

13. **What if I have questions?**
   For general questions, please contact Martina Shipman on 202-267-7995 or Martina.Shipman@faa.gov.
   For questions about your specific application or about payment of benefits to your child care provider, contact:
   ASIWorks, Inc.
   Attn: FAA Child Care Subsidy Program
   Mr. Sherwood Walker, Program Coordinator
   8301 Professional Place, East
   Suite 205
   Hyattsville, MD 20785
   dsmith@asiworks.com
   Fax: 301-577-1923
   Voice: 301-552-7120 ext. 167
MONTHLY INVOICE APPROVAL AND PAYMENT DATES FOR 2017

Monthly Invoices must be approved by –
- Provider by the 5\textsuperscript{th} working day of the following month
- FAA Employee by the 10\textsuperscript{th} working day of the following month
  FAA Employee may only approve invoice after it is certified by the Provider.

<table>
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<th>Invoice Service Month</th>
<th>Deadline for Provider Signature</th>
<th>Deadline for FAA Employee Approval</th>
<th>Payment Date</th>
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