

**Department of
Veterans Affairs**

Memorandum

Date: April 6, 2020

From: Assistant Secretary for Human Resources and Administration/Operations, Security, and Preparedness (006)

Subj: COVID-19 Child Care Subsidy Program Temporary Total Family Income Limit Increase (VIEWS #02607837)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. In light of the rapidly evolving situation concerning the Coronavirus (COVID-19), the VA Child Care Subsidy Program (CCSP) is temporarily increasing the annual total family income (TFI) limit to participate in the program from \$89,999 to \$144,000. Per the VA Handbook 5009/13, Part 1, paragraph 4ff, the TFI is defined as, "The combined annual family income of both child's parents/guardians (couple, or domestic partner) listed on their Internal Revenue Service (IRS) tax forms as Adjusted Gross Income." TFI also includes the combined family income in the household of unmarried parents living in the same household. The TFI will be based on the most recent IRS tax filing.

2. This temporary increase to the annual TFI will increase the number of employees eligible to participate in the program and will increase the monetary reimbursement required from participating Administrations and Staff Offices to cover the cost of participating employee's child care. The following COVID-19 CCSP parameters will apply:

- Employees with annual TFI above \$89,999 to the increased maximum of \$144,000 will receive 25% of total eligible child care costs for eligible children up to the monthly maximum of \$416.66;
- The attached CCSP COVID-19 letter is required to be signed by the employee's supervisor and must accompany the application; and
- The CCSP COVID-19 temporary expansion is effective the date of this memorandum and will continue until 30 days after the COVID-19 pandemic is officially lifted.

3. Questions regarding CCSP can be sent to the VA CCSP Service at: VACO05CCSChildCareSubsidyGroup@va.gov. Additional information on CCSP policies and procedures can be found in VA Handbook 5009/13, Part 1, <http://vaww.va.gov/OHRM/Directives-Handbooks/Documents/5009.pdf>.

Daniel R Sitterly
1734888

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Daniel R. Sitterly

Attachment

**Department of
Veterans Affairs**

Memorandum

Date:

From: Supervisor, _____

Subj: COVID-19 Child Care Subsidy Program Temporary Total Family Income Limit Increase (VIEWS #02607837)

To: VA Child Care Subsidy Program

1. The VA Child Care Subsidy Program (CCSP) is temporarily increasing the annual total family income (TFI) limit to participate in the program from \$89,999 to \$144,000, due to the COVID-19 health emergency. Employees eligible for the CCSP under this temporary increase will receive 25% of total eligible child care costs for eligible children up to the monthly maximum of \$416.66.

2. This memorandum authorizes _____ (name of employee) to apply for the VA CCSP due to the COVID-19 pandemic.

3. All VA employees with annual TFI up to the increased limit are eligible to apply for the CCSP under this temporary change. Please indicate your organization name:

_____.

4. The CCSP COVID-19 temporary TFI increase will continue until 30 days after the COVID-19 pandemic is officially lifted.

5. This CCSP COVID-19 memorandum signed by the employee's supervisor must accompany the VA 0730a CCSP application form and be uploaded under "other" documents when applying for the program online in the Child Care Record Management System at <https://vaww.ccrms.va.gov>.

6. If you have questions regarding the CCSP, please email the VA CCSP Service at: VACO05CCSChildCareSubsidyGroup@va.gov.

Printed Supervisor Name

Supervisor Signature