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# **HRDG 4080.2 - Section B - Benefits Schedule, Eligibility, Ineligibility and Denial Criteria**

Last Modified:

**Subchapter 4080.2**

**Child Care Tuition Assistance Program**

**Section B - Benefits Schedule, Eligibility, Ineligibility and Denial Criteria**

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The chart below describes how benefits will be determined for eligible employees.

	<b>If the employee's total family Adjusted Gross Income (AGI) is:*</b>	<b>Then the Agency will pay this percentage of actual child care costs: **</b>	<b>The maximum monthly subsidy per family is:***</b>
	Less than \$39,000	50%	\$500.00
<b>Benefits</b>	\$39,000 - \$51,000	30%	\$300.00
<b>Schedule</b>	\$51,000 - \$59,999	20%	\$200.00

\*Total Family Income refers to Adjusted Gross Income for the Tax Year.

\*\*The benefits will be reduced by the amount of other state or local child care employees receive.

\*\*\*Monthly subsidy amounts apply to the total monthly costs of child care not cost per child.

Employees, including new hires, that have a child(en) up to and including age 13 or a disabled child through age 18 in day care, may be eligible to apply. The basic eligibility requirements are as follows:

- Hold a permanent, temporary or term position with an appointment that lasts more than one year. Both full-time and part-time employees are eligible;
- Have a combined Total Family Income of less than \$60,000 per year; and
- Use or be willing to obtain a licensed or regulated child care provider.

### **Eligibility**

Married employees must not be separated from their spouses and the spouse must meet one of the following conditions:

- Working;
- Enrolled in full-time studies; or
- Unable to care for the child(ren).

**Note: This does not mean that the employee then becomes ineligible however, they must notify the CCTAP Program Coordinator and the APHIS Program Contractor regarding their change in marital status.**

The following employees are not eligible to participate in this program:

- Intermittents;
- Contractors;
- Temporary employees with a not-to-exceed date of less than 1 year; or
- Employees with a total family income of \$60,000 or more per year.

### **Ineligibility**

**Note: Temporary employees whose appointments are extended may apply upon a one-year extension.**

CCTAP application denials will only occur if an employee does not:

**Denial  
Criteria**

- Provide acceptable documentation; or
- Meet the eligibility requirements.

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