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HRDG 4080.2 - Section A - Responsibilities

Last Modified:

Subchapter 4080.2

Child Care Tuition Assistance Program

Section A - Responsibilities

- [CCTAP Program Coordinator](#)
- [Employees](#)
- [APHIS CCTA; Contractor](#)

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CCTAP Program Coordinator

The CCTAP Program Coordinator will:

- Publicize the benefit to employees; and
- Answer questions regarding the APHIS CCTAP.

Employees:

Employees

- Must complete and submit all forms listed under Section C, Application Process; and
- Must annually recertify following the process outlined in Section C, Annual Recertification Process.

The APHIS CCTAP Contractor will:

**APHIS CCTAP
Contractor**

- Receive applications and check for accuracy;
- Disburse payments to providers; and
- Maintain records and pertinent documentation for disbursing subsidies (including denied claims).

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