



U.S. Department of Veterans Affairs

Office of the Chief Human Capital Officer

VA Central Office
Washington, DC

April 8, 2020

OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (OCHCO) BULLETIN

SUBJECT: COVID-19 Child Care Subsidy Program Temporary Total Family Income Limit Increase

This OCHCO Bulletin provides Human Resources Offices (HROs) updated guidance related to the Covid-19 Child Care Subsidy Program Temporary Total Family Income (TFI) Limit Increase.

Child Care Subsidy Program

In light of the rapidly evolving situation concerning the Coronavirus (COVID-19), VA's 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 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.

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 extension is effective the date of this memorandum and will continue until 30 days the COVID-19 pandemic is officially lifted.

ACTION REQUIRED: HR Officers should share this information with their employees. Questions regarding the CCSP can be sent to the VA CCSP Service at:

VACO05CCSChildCareSubsidyGroup@va.gov.

Issued by: Worklife and Benefits Service (058)