

Who can I Contact to ask Additional Questions About the CCBP?

You may contact FFA Monday through Friday, excluding holidays, from 8:00 AM to 6:00 PM EST to ask questions about the AmeriCorps CCBP in general, and about your child care benefits in particular. All of our contact information, including our toll-free telephone number and program email address is included on the back panel of this brochure.

Where Should I Send my Completed Application and Supporting Documentation?

Please send all application materials to the mailing address on the back panel. Also, you may email documents to the program email address.

How Does My Provider Receive the Child Care Benefits Each Month?

The member or the child care providers must submit an AmeriCorps CCBP Monthly Invoice Form each month, along with an AmeriCorps CCBP Monthly Attendance Log Form. The AmeriCorps CCBP Monthly Invoice Form and the AmeriCorps CCBP Monthly Attendance Log Form are available on our website 24/7 at:

www.1stFinancialAssociates.com

The member and the child care provider must sign and certify each monthly invoice and attendance log to confirm the following:

1. The child's attendance for each week and each month.
2. The total charges for child care services rendered during each week and the total for the month.
3. The child care provider is an eligible provider in accordance with the CCDF Block Grant program guidelines for the state or territory where the child care services were provided.

In addition, the member must sign and certify the following:

1. The member is still an active participant in the AmeriCorps* State & National Program.
2. Nothing has changed in regards to their total household income that will impact their eligibility in accordance with the CCDF Block Grant program guidelines for the state or territory where the child care services were provided.

FIRST FINANCIAL ASSOCIATES

The AmeriCorps State and National Child Care Benefits Program (CCBP) is administered by First Financial Associates (FFA). The contact information for FFA and for information or issues related to the AmeriCorps State and National CCBP is below.

First Financial Associates
AmeriCorps CCBP
7079 Hayden Quarry RD
Lithonia, GA 30038

Toll-Free: (800) 453-8151
Phone: (770) 484-9200
Fax: (770) 484-9313

E-mail: AmeriCorps@1stFinancialAssociates.com



AmeriCorps*State and National

Child Care Benefits Program Information Brochure



What is the Child Care Benefits Program?



Pursuant to the regulations in 45 C.F.R. §§2522.250, active full-time AmeriCorps* State & National members may be eligible to receive a child care subsidy to pay all or part of their child care costs. These child care benefit payments are made directly to qualified child care providers for child care services provided to eligible children on behalf of eligible members who need child care services after the member's

term of service with AmeriCorps*State & National starts.

Child care benefit payments can not be paid directly to members.

The AmeriCorps*State & National Child Care Benefits Program (CCBP) is administered by First Financial Associates (FFA). FFA is responsible for processing new applications for the CCBP and determining eligibility for members.

What are the Eligibility Requirements?

To be eligible to receive a child care subsidy benefit, the AmeriCorps*State & National, member must meet the following requirements:

1. Must be an active full-time member of AmeriCorps* State & National.
2. Member must need child care services in order to participate in the AmeriCorps*State & National program.
3. Member's household income must not exceed the maximum amount under the Child Care & Development Fund (CCDF) Block Grant rules established by the state or territory in which the child care services are provided.
4. The member must be a custodial parent or legal guardian of a child under the age of 13.
5. The child must be living with the member.
6. Once the Member is approved and accepts the AmeriCorps CCBP benefits, the member must not be receiving a child care benefit for the same child from any other source.

What is Maximum Monthly Amount of the Child Care Benefit?

The maximum amount of the monthly child care benefit will not exceed that which the states and territories have determined to be the prevailing rate for the area in which the care is provided as determined by the state or territory in accordance with the CCDF Block Grant program. The rate approved by the program administrator will be the lower between the prevailing rate, or the rate negotiated by the program administrator to achieve the best rate for the government..

What if the Monthly Child Care Benefit is Less Than the Child Care Provider's Monthly Charges?

The member is responsible for paying all child care charges in excess of the child care subsidy benefit amount. The child care benefit cannot exceed the prevailing rate established by the state or territory where the child care services are provided.

How Do I Apply for the Child Care Benefit?

To apply for the AmeriCorps*State & National Child Care Benefits Program (CCBP) the member must submit the following forms and supporting documentation:

1. A completed and signed AmeriCorps*State & National CCBP Application form.
2. A completed and signed AmeriCorps Child Care Provider Information form, and an IRS Form W-9 for each child care provider.
3. A copy of a birth certificate for each child under 13 who needs child care services.



4. A completed ACH or EFT Authorization Form for each child care provider who would like to receive electronic payment of the child care benefit instead of paper checks.
5. If the member is not the biological parent of the child who needs child care services, the member must submit proof to show parental or guardian status, including: legal guardianship, adoptive parent, foster parent or step parent.
6. Official documentation to verify total salaries and wages for all adult members of the household, including 4 weeks of the most recent paycheck stubs. In addition, you must provide proof of all other household income for all household members, including: SSI or other disability income, retirement income, social security benefits, unemployment benefits, child support, alimony, veterans benefits, workers compensation benefits, AFDC and TANF. Also, documentation for any other source of household income in accordance with the CCDF Block Grant program guidelines for the state or territory where the child care services are provided.
7. A copy of the current child care provider license for each child care provider, or proof that they are licensed, regulated, or in compliance with the state or territory guidelines for an eligible child care provider under the CCDF Block Grant program.

Where can I get the CCBP application Forms?

The AmeriCorps*State & National CCBP application form, AmeriCorps Child Care Provider Information Form, the IRS Form W-9, the ACH or EFT Payment Authorization form, and all other AmeriCorps CCBP forms are all available on our website 24/7 at:

www.1stFinancialAssociates.com.

How Long Will it Take to Process my AmeriCorps CCBP Application?

Once a completed AmeriCorps CCBP application package is submitted and received, FFA will process the completed AmeriCorps application package within 3 working days of receipt.