



AmeriCorps Child Care Benefit Program

The AmeriCorps Child Care Benefit Program is available for qualified, active, full-time AmeriCorps VISTA, NCCC, and State and National Members who need the benefit to serve; eligibility requirements are listed below for each AmeriCorps program. Child care benefits are paid directly to qualified child care providers for all or of part of the member's child care costs during their active time of service with AmeriCorps; child care benefit payments cannot be paid directly to AmeriCorps members. Child care benefits may not exceed applicable payment rates as established in the state in which the child care is provided under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858c(4)(A)).

Member Eligibility Requirements

AmeriCorps State and National

AmeriCorps child care benefits are available to full-time State and National members who qualify. To qualify for the child care benefit, the member must meet the following eligibility requirements:

- The State and National member's household income must not exceed 75% of the state's median income for a family of the same size; **this limit is different for each state and may change annually. The total household income is used to determine your income eligibility excluding your AmeriCorps State & National living allowance.**
- The member must not currently receive a child care subsidy from another source at the time of acceptance into the program (including a parent or guardian) which would **continue** to be provided while the member serves in the program.
- The member must be the parent or legal guardian of a child under the age 13.
- The child must reside with the member. The member must certify that he or she needs child care in order to participate in the AmeriCorps State and National program.

Child Care Provider Eligibility Requirements

Child care benefits are paid to qualified child care providers for all or of part of the member's child care costs during their active time of service with AmeriCorps. Child care subsidy benefits are paid directly to qualified child care providers. Child care providers must meet eligibility requirements as regulated under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n (5)). Regulations vary by state and are subject to change annually. Child care providers*:

- must be at least 18 years of age;
- may not live in the same household as the member; and
- may not be the child's biological, step, or adoptive parent, or the child's legal guardian, adult acting in loco parentis, or the spouse of a legal guardian or adult acting in loco parentis.

Depending on the state in which the care is being provided, other blood relatives (factoring in exclusions listed above) may be used.

Information on the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858c(4)(A)) and state/territory plans can be found at:

<http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>.

*For the NCCC, the guardian or family member with whom the child is living should also 1) be the child care provider or 2) serve as the responsible party in selecting an outside child care provider; **the identified child care provider however may not be the child's biological, step, or adoptive parent.** For example, while a guardian or family member may serve as the child care provider, that guardian or family member also has the option to select an outside child care provider (such as a licensed day care center) to provide services if they are needed.

AmeriCorps Child Care Benefits Administration

GAP Solutions, Inc. (GAPSI) administers the AmeriCorps Child Care Benefits Program for the Corporation for National and Community Service and therefore members must apply directly to GAPSI for the child care benefit. Interested and eligible members should visit the GAP Solutions, Inc. website at: www.americorpschildcare.com or call toll-free at 855-886-0687 for more information.

Application Process

How do I apply?

Members and their selected Child Care Providers can apply online at americorpschildcare.com; or may download the paper application forms at www.americorpschildcare.com under the Forms section. All applications will require the submission of the following forms and supporting documentation.

Member Forms and Supporting Documentation Required:

- Member will supply all documents and forms per the Member and Provider Checklists to ensure a complete application packet.
- Application - a completed and signed AmeriCorps Member Child Care Benefits Application.
- AmeriCorps Enrollment Letter (may be required on a case by case basis)
- A copy of a birth certificate for each child under 13 who needs child care services.
- Legal Custody Documentation - 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.
- Income and Tax Documentation - official documentation to verify total salaries and wages for all adult members of the household, including 4 weeks of the most recent paycheck stubs, and a copy of the most recent federal income tax return.
- Other Income - members must provide proof of all other household income for all household members, including: child support, SSI or other disability income, retirement income, social security benefits, unemployment benefits, alimony, veteran benefits, workers compensation benefits, AFDC and TANF. Additional documentation may be required 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.
- Please see the '**Member Checklist**' for detailed instructions.

Child Care Provider Forms and Supporting Documentation Required:

- Member will supply all documents and forms per the Member and Provider Checklists to ensure a complete application packet.
- Application - each child care provider must complete and sign an AmeriCorps Child Care Provider Application.
- Taxpayer and Business Documentation – documentation includes the provider SSN or TIN and completed IRS W-9 form.
- Certifications - 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.
- Provider Billing Rates.
- A completed Electronic Deposit Form is required for those enrolling in Electronic Deposit Payments.
- Please see the ‘**Provider Checklist**’ for detailed application instructions.