

EMPLOYEE BENEFITS

- 1. REASON FOR ISSUE:** To update the Department of Veterans Affairs (VA) Child Care Subsidy Program.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on the provision of employee benefit program information. The pages in this issuance replace the corresponding page numbers in VA Handbook 5009. Revised text is contained in [brackets]. This change will be incorporated into the electronic version of VA Handbook 5009 that is maintained on the [Office of the Chief Human Capital Officer \(OCHCO\) website](#) and the [VA Publications website](#). The significant change is the increase of the annual total family income from \$89,999 to \$149,000.
- 3. RESPONSIBLE OFFICE:** Worklife and Benefits Service (058), OCHCO, Human Resources and Administration/Operations, Security, and Preparedness (006).
- 4. RELATED DIRECTIVE:** VA Directive 5009, Employee Benefits.
- 5. RESCISSION:** None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
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APPENDIX A. VA CHILD CARE SUBSIDY PROGRAM (CCSP) BENEFIT PLAN

A Child Care Subsidy Program Benefit Plan

Employee's Total Family Income*	Percentage of Total Child Care Costs VA Will Pay**
More than [\$149,000]	0
\$80,000 – [\$149,000]	25
\$60,000 – \$79,999	30
\$50,000 – \$59,999	35
\$35,000 – \$49,999	40
Under \$34,999	45

*Refers to total adjusted gross income on IRS Tax Forms.

**This program includes a benefit cap of \$5,000.00 per year. [A participating employee can receive the percentage listed above up to a maximum of \$416.66 per month. This maximum eliminates VA employees from facing end of year tax implications from using the program.] Participant's benefits under this plan will be reduced by the amount of other state or local care subsidies received by the employee or the other parent on behalf of the child to reduce the cost of daycare. Employees are responsible for determining whether acceptance of the VA CCSP benefit affects their eligibility for child care subsidies from other sources.