

# Washington Service Corps AmeriCorps Child Care Program



# AmeriCorps Child Care Benefits Program

- Qualified, full time AmeriCorps State members may be eligible to receive child care benefits to pay all or part of their child care costs during their service.
- Members must meet all eligibility requirements.
- Child care benefit payments are paid directly to qualified child care providers for eligible members.
- To apply for benefits members and child care providers must submit on-line applications directly to Gap Solutions.



# Child Care Benefits Program Administration

## GAP Solutions Inc.

Website Address: [AmeriCorps Childcare Program](#)

Toll Free Phone Number: 1-855-886-0687

Fax Number: 1-800-521-5415

E-Mail: [AmeriCorpsChildcare@gapsi.com](mailto:AmeriCorpsChildcare@gapsi.com)

### Mailing Address:

Attn: AmeriCorps Childcare Program  
205 Van Buren St., Suite 205  
Herndon, VA 20170



# Member Eligibility

- Total household income must not exceed 75% of Washington state's median income for a family of the same size. This limit may change each year. The AmeriCorps living stipend is not included in the total household income.
- The member must not currently receive a child care subsidy from another source at the time of being accepted 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 of 13.



# Member Eligibility Continued

- 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 program.
- The member must be in active service, benefits will be suspended if the member is unable to serve or exited from the program. This includes administrative and/or temporary hold situations.
- GAP must be notified of any changes such as; a change in service site, change in hours, or termination/resignation from service.



# Income Eligibility

Family Size	(a) 100% of State Median Income (SMI) (\$/month)	(b) 85% of State Median Income (SMI) (\$/month) [Multiply (a) by 0.85]	(c) (IF APPLICABLE) \$/month Maximum "Entry" Income Level if lower than 85% Current SMI	(d) (IF APPLICABLE) % of SMI [Divide (e) by (a), multiply by 100] Income Level if lower than 85% Current SMI
1	\$3671	\$3120	\$1962	53%
2	\$4800	\$4080	\$2656	55%
3	\$5930	\$5041	\$3350	56%
4	\$7059	\$6000	\$4042	57%
5	\$8189	\$6961	\$4736	58%

**Please note:** The rates above have been taken from the WA State Child Care and Development Fund Plan for 2016-2018, which is in Draft form. GAP will determine final eligibility.



# Child Care Provider Eligibility

- Child care providers must meet eligibility requirements as regulated under the Child Care and Development Block Grant Act of 1990.
- Child care subsidy benefits are only paid directly to qualified child care providers for all or part of the member's child care costs during the member's time of active service with AmeriCorps.
- If a child care provider's fee exceeds the maximum subsidy amount, the member is responsible to pay the difference.
- Child care subsidy benefits are paid directly to the provider, the benefits cannot be paid to AmeriCorps members.



# Application Process

- Apply directly with GAP Solutions, Inc. by accessing the application on-line at [www.americorpschildcare.com](http://www.americorpschildcare.com)
- The application should be submitted when the member's term of service begins.
- The member will receive confirmation from GAP Solutions, Inc. within 3 business days about the status of their application.
- To avoid delays in the approval process make sure all of the required paperwork and documentation is submitted to GAP Solutions, Inc.





# Member Checklist

- AmeriCorps Member Child Care Application; completed on-line with GAP Solutions, Inc.
- AmeriCorps Program Certification of Active Service must be completed and signed by the member's Primary Site/Project Supervisor.
- Birth Certificates for each child (under 13 years old) needing care.
- Proof of child custody, if child needing care is not the biological child of the member.
- Copy of school schedule for all children over 5 years old enrolled in school



# Member Checklist Continued

- Tax Documentation; member's signed copy of their most current IRS 1040A, if member did not file, they must request a verification of non-filing from the IRS.
- Proof of household income; copies of paystubs for **all** household members over 18 yrs. Old; paystubs must cover the most recent month of employment.
- Other income, send in documentation of any other income declared on Page 5 of the Child Care Member Application.

Please note: The above list includes basic documentation needed to complete an application. At the time the application is reviewed by GAP Solutions, Inc. additional documentation may be requested to verify eligibility.



# Child Care Provider Checklist

Documentation the child care provider must submit:

- Provider Application
- IRS W-9 form
- Rate Sheet or letter describing rates and fees
- If licensed, a copy of unexpired Child Care License
- If unlicensed, copy of unexpired driver's license and a copy of signed Social Security Card

Please note: The above list includes basic documentation needed to complete an application. At the time the application is reviewed by GAP Solutions, Inc. additional documentation may be requested to verify eligibility.



# Submitting A Child Care Application

- Submit the completed, member and child care provider applications; on-line by following instructions provided by GAP Solutions, Inc. on the [AmeriCorps Childcare Website](#).
- The member will notify their AmeriCorps Primary Site/Project Supervisor to complete and sign the AmeriCorps Program Certification of Active Service Form. (This completed form will be included with the member's application for child care.)
- Attach any required supporting documents to the member and child care provider applications to be submitted to GAP Solutions, Inc.



# More Information

- To access more information about the AmeriCorps Child Care Program you can download the Child Care Frequently Asked Questions at: <http://www.americorpschildcare.com/Faq.aspx>
- To access the on-line member application and child care provider application go to their website at: [www.americorpschildcare.com](http://www.americorpschildcare.com)
- Contact GAP Solutions, Inc. with questions about the AmeriCorps Child Care program by calling toll free: 1-855-886-0687 or email: [americorpschildcare@gapsi.com](mailto:americorpschildcare@gapsi.com)



# Additional Child Care Questions

**For questions please contact:**

Washington Service Corps  
**Email:** [wscmail@esd.wa.gov](mailto:wscmail@esd.wa.gov)  
**Telephone:** 888-713-6080

