

## AmeriCorps Child Care Process

### Primary Site /Project Staff:

1. If a member inquires about the need for child care benefits direct them to the [Child Care Benefits Information](#) on the WSC website.
2. Gap Solutions administers the AmeriCorps Child Care Program for CNCS, when working with your member advise them to apply on-line directly with Gap Solutions.
3. When the member applies on-line with Gap Solutions you as the Primary Site/Project Staff will need to complete and sign the [AmeriCorps Program Certification of Active Service](#) form as the AmeriCorps Program Director.
4. You as the Primary Site/Project Staff will provide the completed/signed Certification form to the member. They will submit the completed form with their child care application to Gap Solutions.
5. Gap Solutions will notify both the member and you, their Primary Site/Project Staff, about the member's eligibility.
6. Once you receive the eligibility notification from Gap Solutions you must notify your WSC Coordinator immediately.
7. **Important Note:** The Primary Site/Project staff must contact your WSC Coordinator within 1 business day if a member who is receiving child care benefits is placed on Administrative Hold or exits the program early.
8. If your member has questions about or has issues with their child care benefits please direct them to Gap Solutions at the following link: [AmeriCorps Childcare Program](#) or by calling 855-886-0687.
9. If the member is unable to get resolution from Gap Solutions regarding their benefits please have them contact Washington Service Corps by calling 888-713-6080.