

Child Care Subsidy Program (CCSP) Change FAQ's

1. Why is USDA no longer going to reimburse my child care provider?

USDA has closed their subsidy administration business line and ceased providing all subsidy services effective 31 March 2019.

2. Who can participate in the Child Care Subsidy Program?

USCG Active Duty Members and USCG Reservists who have been called to Active Duty for a minimum of 180 consecutive days or longer.

3. Can USCG Civilians participate in the Child Care Subsidy Program (CCSP)?

No. The USCG has established the Child Care Subsidy benefit to help defray the cost of child care for uniformed Coast Guard Members.

4. Since the USCG CCSP has transitioned from USDA to Navy CYP, does my family need to reapply for the subsidy program?

No. All families participating in the CCSP prior to 31 March 2019 had their benefit information automatically transferred to Navy CYP.

5. What if I transfer to a new provider?

If an active CCSP family transfers or uses a new provider, please go to the Navy CYP website: <https://elibrary.cnrc-n9portal.net/familyenrollment/community-programs/> and complete the Sponsor Request to Change Provider form. Once completed please email the form to NavyCYPOutreach@navy.mil for processing. Also, if your provider is not a current participant in the CCSP, have them go to the Navy CYP website and choose the Provider Enrollment tab, then complete the documents and email to Navy CYP for processing.

6. I was enrolled in CCSP with USDA, but my provider hasn't received any CCSP funds for my child care?

Verify that your provider has a Navy CYP vendor number. This is required in order to be credited with subsidy benefits. Your provider is required to provide Navy CYP with a

Child Care Subsidy Program (CCSP) Change FAQ's

signed provider agreement, W-9 form and the Electronic Funds Transfer form in order to receive a vendor number.

7. Will families continue to receive their Exception or Special Consideration?

Yes. Families currently in an Exception or Special Consideration status will not lose their exception.

8. Was my March 2019 child care invoice paid?

Yes. ALL March 2019 invoices were paid if your Child Care Provider (CCP) submitted the invoice by 12 April 2019. If the March invoice was submitted by the deadline, the reimbursement included an advance payment for the months of April and May.

9. What if my Child Care Provider did not submit the March 2019 invoice by 12 April 2019 for reimbursement?

No problem! Your provider can still submit the March 2019 invoice to the Navy CYP email address: NavyCYPOutreach@navy.mil, in order to be reimbursed. All previously required documentation must also be submitted to retro-actively pay those invoices.

10. If my Provider did not submit the March through May invoices can they still receive funds for the transition period?

Yes. Your Provider must submit your March through May invoice to the Navy CYP email: NavyCYPOutreach@navy.mil for processing a credit for that time period.

11. My Provider was paid in advance for April and May invoices already. What should my Provider do with the invoices?

Please have your Provider send the April and May invoice to Navy CYP email address: NavyCYPOutreach@navy.mil in order for the invoices to be reviewed and reconciled. Failure to submit those invoices may lead to recoupment of the advance payment.

12. Why is it necessary to send the April and May invoices in to the Navy CYP if my Provider has been reimbursed already?

Child Care Subsidy Program (CCSP) Change FAQ's

The USCG HQ wanted ensure that there was NO lapse in coverage. In order to do so, the April and May invoices were paid in advance. The subsidy can only be paid if child care services were rendered. Invoices MUST be submitted to prove that child care was provided and the provider is paid for their services. The Coast Guard must ensure providers were not overpaid or underpaid.

13. Can I submit an invoice from November 2018 that has not been reimbursed?

No. Only invoices within the 60 days Period of Service will be paid. ALL invoices must be properly completed, signed and submitted to Navy CYP within the 60 day Period of Service. This does not include the March-May Navy CYP transition timeframe.

14. What am I to do with my subsidy application that is ready for submission?

Navy CYP is "live" and ready to receive subsidy applications.

15. What is the website for the Child Care Subsidy Program application?

Please go to: <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs/> for the subsidy application and USCG Family Standards Handbook.

16. Where do I go to submit the Child Care Subsidy Program (CCSP) application?

Please send your completed applications and necessary documentation to:

NavyCYPOutreach@navy.mil .

17. I have submitted my application, but I haven't heard anything yet. What do I do?

Verify with your provider that they have completed the forms, and have a Vendor number. Navy CYP has set up their emails to provide an automatic response that confirms receipt of your email. The application process can take up to 30 days for members to receive a decision.

18. Will my family continue to receive the High Cost of Living Benefit in 2019 with the new subsidy administrator?

Child Care Subsidy Program (CCSP) Change FAQ's

Yes, the High Cost of Living Benefit is determined by the zip code of the applicant's unit. You can verify your area status as High-Cost using the Subsidy Benefits Calculator found at <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs/family-enrollment/> .

19. Are the High Cost of Living Benefits going to be retro-actively paid for FY19?

Yes. The Coast Guard is coordinating retroactive payments for those qualified for high cost of living areas from October 2018 through May 2019. Payments will be made through payroll in the month of September 2019.

20. When will I begin to see the High Cost of Living benefit?

The High Cost of Living Benefit is built into the new subsidy calculation which went into effect on 1 August 2019. You will see the benefit change in September after August invoices have been submitted. Please go to: <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs/> to use the subsidy calculator.

21. What happened to my application that USDA received before 01 March 2019?

ALL properly completed Child Care Subsidy Program (CCSP) applications received by USDA before 01 March 2019 were processed before 31 March 2019 and transferred to the Navy CYP.

22. What will happen to all of the applications that have been received after 01 March 2019, will I get reimbursed for missing the subsidy benefit from March to May?

Applications should have been submitted when Navy CYP started taking new applications in June or July. If you have a vendor number, we may be able to provide a retroactive subsidy benefit in the form of a credit with your provider. Navy CYP may not pay members directly. If your provider DOES NOT have a vendor number, you may be able to receive those benefits retroactively if funds are still available. You must contact CG-1112 before 30 August to arrange for possible reimbursement. ALL CCSP applications received by USDA after 01 March 2019 were returned to the submitter and not processed

Child Care Subsidy Program (CCSP) Change FAQ's

by USDA. If you have not yet submitted an application with Navy CYP, you must do so to see if you qualify for a subsidy.

23. The new CCSP Benefit Categories table is a little confusing. Can you please explain how the new CCSP categories will work?

Benefits will be determined by the USCG Paygrade of the highest ranking active duty parent beginning August 1, 2019. Total Family Income (TFI) will no longer be calculated. The Child care reimbursement Market Cap for a High Cost of Living Area is \$1,200.00 a month and the Child care reimbursement Market Cap for Basic- Cost Area is \$900.00 a month. A sample calculation follows: An E-6 assigned to a high cost area paying \$1,400.00 per month, per child for child care falls into Category IV in the Parent-Fee-Category-Table and is expected to pay \$400.00 for their portion of care. The \$1,200.00 High-Cost Market Cap applies and the maximum allowable CCSP benefit for category IV is \$800.00. Since the cost of care exceeds the Market-Cap of \$1200, the member would be expected to pay the \$400.00 parent fee plus the difference between the actual cost of care and the Market-Cap, which is \$200.00 ($\$1400 - \$1200 = \200). Therefore, the member would pay \$600.00 of the \$1,400.00 total cost of care for one child. The CCSP benefit of \$800.00 is paid directly the approved provider. Members can determine their subsidy benefit by using the Subsidy-Benefit-Calculator found at <https://elibrary.cnic-n9portal.net/familyenrollment/community-programs/family-enrollment/> .