



Homeland
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Childcare Subsidy Program (CCSP)

The Department of Homeland Security (DHS) has established the Childcare Subsidy Program (CCSP) Blanket Purchase Agreement (BPA) in accordance with Public Law 107-67, Sec. 630, dated November 12, 2001. The childcare subsidy can reduce the amount of costs eligible federal employees pay for childcare by providing subsidies directly to the childcare provider. To be eligible to participate, a childcare provider must be a family childcare home or childcare center licensed and/or regulated by the State and, where applicable, local authorities (i.e., the provider must meet all requirements of its jurisdiction) where the service is provided.

Key Contract Vehicle Features:

- Support Components with the finalization of their specific agency guidelines and subsidy schedule(s).
- Ensure applicants meet agency employment and salary thresholds.
- Ensure childcare providers are licensed and have verified taxpayer ID numbers.
- Ensure children are under the age of 13 or, if disabled, under the age of 18. Proof of disability documentation will be requested with the registration documentation. or under the age of 18, if disabled.
- Ensure Schedule Contractor staff are available by telephone and email during regular business hours (Monday through Friday, between the hours from 9:00 a.m. until 6:00 p.m. EST) to answer questions from DHS employees.
- Respond to all employee questions within two (2) business days.
- Generate and email monthly invoices for each enrolled family and/or provider.
- Receive and process signed monthly invoices for each enrolled family.
- Issue monthly Automated Clearing House (ACH) payments (or checks) to the childcare provider(s) based on the allowed subsidy for each participating family. Payments are processed within ten (10) business days of signed invoice receipt.
- Email requests for recertification documents annually to all current participants to verify continued eligibility.
- Email reminders to the childcare provider when childcare provider license is about to expire. Reminders shall be sent within sixty (60) days of license expiration date.
- Receive and process periodic updates to childcare provider licenses and information.
- Receive and process change of provider forms.
- Email notification when a participant reaches the annual subsidy cap (if applicable) in accordance with the CCSP guidelines in section 2.0.



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- Provide annual Form 1099 - MISC to childcare providers, as needed.
- Maintain a wait list of employees when the program is full; email employees on the wait list when enrollment reopens.
- Maintain confidentiality of all information related to the CCSP.
- Maintain program documentation in an electronic format that meets FedRAMP and HIPAA standards.

Period of Performance (POP):

One-year base, plus four one-year options (9/23/2024 – 9/22/2029)

Number of Awardees:

one small businesses

Contractor Information:

Contract #: 70RWMD24AP0000002, vendor: FEEA Childcare Services, Inc.