Child Care Assistance: Guide to Applying

The AmeriCorps Child Care Benefit Program is available to members who are actively serving in a full-time capacity and meet the eligibility requirements as outlined below.

AmeriCorps Members with an expected service schedule of 35 or more hours per week may qualify for childcare assistance administered by GAP Solutions, Inc. To be eligible for the assistance program, members must also meet their state's income requirements (linked below). The Child Care Benefit Program is administered by GAP Solutions, a third-party administrator for AmeriCorps. Income eligibility for the benefit is determined by GAP solutions, Inc. based on your state's Child Care Development Fund Plans (CCDF).

Benefits are paid as a reimbursement for services directly to qualified childcare providers for all or part of the member's childcare costs during their active time of service with AmeriCorps. *Payments cannot be paid directly to AmeriCorps members.*

1) Determine Your Eligibility

- The member must be serving in a full-time capacity.
- Members in the Educator Corps program in MN are not eligible.
- The member's household income must not exceed 75% of the state's median income. Please click here to view income guidelines for each state.
- The member cannot receive childcare subsidies or assistance from another source.
- The member must be the parent or legal guardian of a child under the age of 13.
- The child must reside with the member.

2) Select a Provider

- When choosing a provider for your child, consider the age and developmental needs of the child and the ability of the childcare provider to meet and foster those needs.
- Provider Eligibility Requirements:
    - The provider must be at least 18 years of age.
    - The provider may not live in the same household as the member.
    - The provider may not be the child's biological, step, or adoptive parent, or the child's legal guardian, adult acting in loco parentis, or the spouse of a legal guardian or adult acting in loco parentis.
    - The provider must follow any state guidelines set by the CCDF. Each state has specific regulations regarding the type of providers that are eligible. Please see the Types of Child Care Providers and the Provider State Guides.
- Members should consider the cost of care. Childcare benefits cannot exceed the applicable amount established by the state/county in which childcare is

provided. Any amount beyond the established rate would be the responsibility of the member.

- To view standard maximum reimbursement rates, click here and choose your state from the drop-down menu. Click on the link provided for your state's Maximum Reimbursement Rates.

3) Collect and Send Required Documents

Member Checklist for Required Documents

4) Create Account and Complete Online Application

- Create your account at https://www.americorpschildcare.com/
- Complete the AmeriCorps Member Online Application
    - Members are asked to provide contact information for their supervisor. Please list your Program Manager in this section. If you are unsure of who your Program Manager is, please list Member Benefits (memberbenefits@ampact.us, 612-286-0025)

5) Ensure Child Care Provider Completes Required Steps

- Fill out the Child Care Provider Online Application
- Review Provider Checklist of required documents
- Provider Fact Sheet - You can share this with your provider if they have more questions
- Note: Payments for childcare costs will only be made directly to qualified child care providers at the member's approved award rate. Payments cannot be made until GAP Solutions receives documentation showing childcare services were needed and delivered for the previous month.

GAP Solutions (GAPSI) has compiled a list of Frequently Asked Questions (FAQs) for more information on the Child Care Benefit Program. If you have further questions or need assistance in applying, please contact GAP Solutions using the contact information below.

GAP Solutions
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