ARMY FEE ASSISTANCE

Family Handbook

How to contact us:

General Services Administration (GSA)

Subsidy Administration Section

1500 East Bannister Road, #1061

Kansas City, MO 64131

Phone: 866-508-0371

Fax: 816-926-3642

Email: army.childcare@gsa.gov

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*This Certification and Statement must be signed, dated and returned to the GSA in order to complete application for benefits under Army Fee Assistance.

INTRODUCTION

AFA is an initiative that assists eligible Army Families in reducing the cost of off-post child care when on post options are not available or when geographically separated from on-post child care options. Army Fee Assistance is the Army's contribution toward the total cost of child care for Army Families. Fee Assistance buys down the higher cost of off post care allowing eligible Families to pay fees comparable to those charged at the Installation. Providers and Parents must apply via the GSA. Eligibility and program placement will be determined based on Army CYS Services guidance, as per current year school fee policy, geographic availability of childcare and DOD/Army Service Funding.

- Fee Assistance compensates for the difference between a Community Care Provider's rate and an Installation's rate for similar services.
- The parent rate is paid directly to the Provider by the Parents.
- Fee Assistance will compensate for some or the entire gap between the Garrison rate and the Provider rate for similar services.
- Army Child, Youth & School Services Programs are force enablers that impact Soldier readiness and retention.
- Child Care is a work force benefit that helps minimize the conflict between mission requirements and parental responsibilities.
- The Army Families Covenant commitment provides Soldiers and Families child care services and a quality of life that are commensurate with their service and sacrifice.
- Referrals, to help all Army Families find Fee Assistance eligible care.

AFA PROGRAM

The intent of Army Fee Assistance Program is to help meet the needs of eligible geographically dispersed Families and deployed Families who cannot access Army Operated or Army Affiliated Programs. These child care spaces are available in 50 states and may include full-time, part-time, before & after school, respite care, as well as weekend and evening duty hour care.

Sponsors who are not deployed are required to use a licensed and Accredited Provider. For those Sponsors who are deployed, provisions have been made for use of licensed care as a short term alternative to Accredited child care.

ELIGIBILITY REQUIREMENTS FOR ARMY FAMILIES

- Families of Active and Reserve Component Soldiers (Army National Guard and Army Reserve Soldiers must be activated to be eligible).
- Department of the Army Civilians (both Appropriated and Non-Appropriated Funded Employees) and those assigned to Army supported Joint Base Installations who are in support of the Army mission.
- Deployed Soldiers must submit a copy of their orders as proof of deployment status. (Reserve Component soldiers may substitute a letter from their Commander in lieu of military orders, in the event that military orders have not yet been issued but are forthcoming).
- Deployment Orders will be required within 90 days of eligibility being determined.
- Deployment Orders are valid for 30 days prior to deployment and 90 days after return and Fee Assistance payments are authorized during that time frame.
- Wounded Warrior status is provided to Soldiers assigned to Warrior Transition Battalion (WTB) or Warrior Transition Unit (WTU) or who are receiving in-patient or out-patient care for extended periods of time.
- Survivors of Fallen Soldiers status is provided to Families of Soldiers who die or are killed while on active duty on or after 11 September 2001.
- Legally dependent children of the Army Sponsor from birth through 12 years of age.
- Spouse/partner is working and/or attending school.
- Child care is utilized a minimum of 16 hours per week (does not apply to School Age care.)

WHO IS ELIGIBLE

Army

- Army Active Duty
- Deployed Active Duty
- Recruiters
- Department of Defense Civilians

Army National Guard

- ARNG - Active Army National Guard, which includes Soldiers on an Active Duty Order under Title 10 or Title 32 for at least 30 consecutive days.
- ARNG Military Technicians - Dual Status and Non-Dual Status

  (Soldiers in a State Active Duty status are not eligible.)

Army Reserves

- AR Activated
- AR Deployed

Wounded Warrior

- Wounded Warrior status is provided to Soldiers assigned to WTB or WTU or who are receiving in-patient or out-patient care for extended periods of time.
- These Soldiers will be required to submit:
- Orders assigning them to a WTU or WTB.
- A physician's certification statement when WTU/WTB orders are older than 6 months (Orders do not have an End of Term Service (ETS Date))
- A spouse does not have to be enrolled in school or looking for work if child care needs are due to the illness or injury of the Soldier (care taking duties). Status must be reviewed every six months to include Physician's Statements.
- Soldiers applying for Fee Assistance assigned to the Special Operation Command (SOCOM) who are receiving in-patient or out-patient care for extended periods of time may be processed as Wounded Warriors on a case by case basis.
- Receive reduction to CAT I fees, or if already at CAT I fees, a 20% discount off the CAT I fees.
- These soldiers will be required to submit a signed DA 3349 in lieu of WTU/WTB Assignment Orders.
- The DA 3349 equates the SOCOM Care Coalition to WTU/WTB Assignment Orders.

Survivors of Fallen Soldiers (SOS)

- Survivors of Fallen Soldiers status is provided to Families of Soldiers who died while on active duty on or after 11 September 2001.
- Children must be legal dependents of the deceased based upon supporting documentation.
- Families may enroll for AFA as long as services are needed or until the children age out of the program. These are approved on a case by case basis.
- Wounded Warriors and Survivors of Fallen Warriors are assigned to Fee CAT I income category regardless of their Total Family Income. If they are already in Fee CAT

I, they will be given a 20% fee reduction from their CAT I parent fee.

AFA PROGRAM RESPONSIBILITIES

Once you determine that you may qualify for benefits based upon the criteria above, you may apply for AFA. Please be aware that there are responsibilities that you along with your Provider, the GSA Subsidy Administration Section and the Army have once this process begins. These responsibilities are to ensure that Army Fee Assistance Program guidelines are adhered to based upon the intent of the program. The responsibilities for each party are outlined below.

Parent Responsibilities:

1. Complete the application process and forms required to determine eligibility.
2. Meet program guidelines and enroll with a qualifying child care Provider.
3. Sign the monthly Invoice & Attendance Forms to certify child care services rendered.
4. Pay the Provider directly:
   - The monthly Parent portion of child care cost
   - Any additional charges for services the Families may incur to include field trips, non-essential supplies, late fees, etc.
5. Report child care changes to the Provider immediately.
6. Report to the GSA Subsidy Administration Section immediately any change in child care Providers.
7. Report to the GSA Subsidy Administration Section immediately of any change to the following:
   - Number of hours care is needed
   - Families size, such as someone moving in or out of the household
   - Work, training or education schedule
   - Families' address or telephone number
   - Families' legal obligation to pay child support
   - Income, eligibility and work status
8. Make payment arrangements for child care needed for personal reasons that are not authorized.

Provider Responsibilities:

1. All Providers must meet AFA's child care licensing and Accreditation requirements for the type of child care business that they operate under the AFA Program. The following Accrediting organizations are accepted under AFA:

Child Care Centers:

- National Association for the Education of Young Children (NAEYC)
- National Accreditation Commission (NAC)
  - National Early Childhood Program Accreditation (NECPA)
  - Council on Accreditation (COA) for school -age programs
  - Maryland State Department of Education (MSDE) accreditation
  - North Carolina 4 or 5 star rating
  - Oklahoma 3 star rating

For Families Child Care Providers:

- National Association for Families Child Care (NAFCC)
- Maryland State Department of

PROGRAM RESPONSIBILITIES *(cont.)*

Education (MSDE) accreditation

For Families Child Care Providers *(Cont.)*

- North Carolina 4 or 5 star rating
- Oklahoma 3 star rating
- Provider Child Development Associate (CDA) credential awarded by the Council for Professional Recognition
- Associates Degree or higher in Early Childhood Education or Child Development

2. Meet program rules and requirements in order to receive AFA.
3. Keep complete and accurate attendance records according to licensing and Accreditation regulations and/or contract requirements keeping records for future reference as needed.
4. Bill for the AFA using the directions as provided by the GSA.
5. Submit to the GSA, their care rates for an entire year for all groups served in order to be approved.

GSA Subsidy Administration Section Responsibilities as the Third Party Administrator:

1. Determine Families' and Providers' eligibility for child care subsidies based upon AFA guidance.
2. Authorize the amount of child care needed by eligible Families for approved child care.
3. Pay Providers for authorized and billed child care services provided to eligible Families.
4. Inform Families and Providers of AFA updates as applicable. (e.g. Start/end date, payments, notifications of expired documents, etc.)
5. Assess and resolve overpayments and underpayments.
6. Answer questions related to eligibility, authorizations and payments.

Army Responsibilities:

1. Develop Operational Guidance for the AFA and ensure that the GSA has the most current guidance and other applicable policies.
2. Ensure that the GSA Subsidy Administration Section as the third party program administrator follows all established guidelines as set forth by the Army.
3. Perform audits on the GSA Subsidy Administration Section records and files ensuring proper documentation is maintained in accordance with established Operational Guidance.

CHILD CARE QUALIFICATIONS:
FULL TIME VS PART TIME

The status of the spouse and the amount of child care needed must be evaluated to determine if the Fee Assistance should be full-time, part-time, or unauthorized due to insufficient hours. Full-time and part-time care is authorized based upon the Army Fee Assistance and is defined as follows:

Full-Time Care Eligibility	Part-Time Care Eligibility
Children in care minimum of 25 hours per week AND SPOUSE: Works an average of 25 hours per week or more OR Enrolled in 12 credit hours or more of undergraduate school OR Enrolled in 9 credit hours or or more of graduate school OR Works and enrolled in school a combined total of 25 or more hours OR Is in first 90 days of looking for work	Children in care minimum of 16 hours per week AND SPOUSE: Works an average of at least 16 and less than 25 hours per week OR Enrolled in 6-11 credit hours of undergraduate school OR Enrolled in 3-8 credit hours of graduate school OR Employed, attending school, or utilizing care for less than the described hours are not authorized Fee Assistance unless they enrolled in the Fee Assistance program prior to 1 May 2009, in which case they are grandfathered and may receive the part-time rate.

Full-Time Care is authorized for each of the following if child(ren) are in care a minimum of 25 hours per week and one of the requirements listed below (A-D) is met:

A. A Spouse works an average of 25 hour per week or more
B. Spouse is enrolled 12 credit hours or more of undergraduate school
C. Spouse is attending 9 credit hours or more of graduate school
D. Spouse is on first 90 days of looking for work
E. Spouses employed or utilizing care less than 25 hours per week are not eligible for full-time Fee Assistance.

Part-Time Care is authorized for each of the following if child(ren) are in care a minimum of 16 hours per week and one of the requirements listed below (A-C) is met:

A. Spouse works an average of at least 16 and less than 25 hours per week
B. Spouse is enrolled in 6-11 credit hours of undergraduate school.
C. Spouse is enrolled in 3-8 credit hours of graduate school.
D. Spouse is employed, attending school, or utilizing care for less than the described hours are not authorized Fee Assistance unless they enrolled in the Fee Assistance program prior to 1 May 2009, in which

Children enrolled in school-age programs are not required to meet minimum hour requirements for before and after school programs.

case they are grandfathered and may receive the part-time rate.

In order for Providers to participate in AFA, they must adhere to the licensing requirements set forth in the state they operate, maintain accreditation, if accredited, have annual state inspections and re-certify with the GSA annually. Army Families may only enroll with approved Providers to be eligible to receive AFA.

CHILD CARE RATES

An Army-approved fee calculator will be used to calculate the amount of Fee Assistance for each Family. The fee calculator will take into consideration the Total Family Income (TFI), employment/school status of spouse, hours of care.

Provider rates and geographic location to calculate a parent rate that is comparable to the Garrison for Families in the same income category.

The Provider rate should be the rate that is charged to any Family regardless of whether they are in the Army or not. The rate quoted should be the final cost after all discounts, grants, waivers, etc. have been applied/deducted prior to receiving Army Fee Assistance. (e.g. multiple child discounts, employee discount, state and county child care Fee Assistance, etc.)

- Both Parents and Providers must remain eligible for Fee Assistance in order to receive payment.
- The reduced amount listed on the child care Fee Assistance Authorization Letter is the amount that will be paid monthly to the child care Provider. If a Family terminates child care and/or switches to a new child care Provider, the monthly Fee Assistance is pro-rated. In either case, the sponsor/parent is responsible for any remaining balance.

In order for Providers to participate in AFA, they must adhere to the licensing requirements set forth in the state they operate, maintain accreditation, if accredited, have annual state inspections and re-certify with the GSA annually. Army Families may only enroll with approved Providers to be eligible to receive AFA.

- Tuition for part-day kindergarten and/or elementary education (e.g. Before/After Care eligible, tuition for kindergarten not permitted.)
- AFA will not pay more than one Provider for the same child/children, for the same hours of care.
- All child care payments are made directly to the child care Provider. Payments are made within seven (7) to ten (10) business days from the GSA's certification of a complete and accurate attendance record.
- Under no circumstances, will child care payments be made to Army Sponsors. Army Sponsors should make clear and concise arrangements with their child care Provider related to account credits or reimbursements.
- Child care Providers will only be paid for child/children listed on the Fee Assistance Authorization Letter.

REGISTRATION FEES

Providers will be paid for registration fees up to $150 per year per child. If a Family incurs registration fees above the annual $150, due to disqualified Provider or Permanent Change of Station (PCS), additional registration fees will be paid.

CHILD CARE AFA BENEFIT DETERMINATION

An Army-approved fee calculator will be used to calculate the amount of Fee Assistance for each Family. The fee calculator will take into consideration the Total Family Income (TFI), employment/school status of spouse, hours of care, Provider rates and geographic location to calculate a Family portion of child care cost that is comparable to the Garrison for Families in the same income category.

Provider rate should be the rate that is charged to any Family regardless of whether they are in the Army or not. The rate quoted should be the final cost after all discounts, grants, waivers, etc. have been applied/deducted prior to receiving Army Fee Assistance. (e.g. multiple child discounts, employee discount, state and county child care Fee Assistance, etc.)

- Both Parents and Providers must remain eligible for Fee Assistance in order to receive payment.

- The reduced amount listed on the child care Fee Assistance Authorization Letter is the amount that will be paid monthly directly to the child care Provider. If the Family terminates child care and/or switches to a new child care Provider, the monthly Fee Assistance is pro-rated. In either case, the Sponsor/Parent is responsible for any remaining balance.

- Providers may submit one rate change per year and will be required to notify the GSA at least 15 days prior to the effective date of the change. Those Families already enrolled prior to submission of the rate change will continue to receive benefits based upon the rate in effect at the time of their enrollment.

- During summer months, school-age child care rates may change based upon attendance, at which time the rates will be recalculated.

- Child care rates submitted as a weekly rate will be multiplied by 4.33 to determine the monthly rate.

AFA will NOT pay fees for:

- Months in which no care occurs
- Lateness/Tardiness
- Transportation
- Field trips
- Food
- Any other miscellaneous fees
- Tuition for part-day kindergarten and/or elementary education (e.g. Before/After Care eligible, tuition for kindergarten not permitted.)
- AFA payments will not be made to more than one Provider for the same child/children, for the same hours of care.
- Deposits for child care slots
- All child care payments are made directly to the child care Provider.

Payments are made within seven (7) to ten (10) business days from the GSA's certification of a complete and accurate attendance record.

- Under no circumstances, will child care payments be made to the Family. Families are required to make clear and concise arrangements with their child care Provider related to account credits or reimbursements.
- Child care Providers will only be paid for child/children listed on the Fee Assistance Authorization Letter. If the Family adds a child or children to the program after their original authorization date, they must contact the GSA for instructions.

ELIGIBILITY DETERMINATION & PAYMENT PROCESS

The following steps are a short overview of the AFA process.

Step 1: Family Requests Subsidy

The Family contacts the GSA to apply for AFA.

- Provider chosen is a qualifying child care Provider already enrolled with the GSA. Army Fee Assistance Family Enrollment Form, GSA Army Form 2014-10 is required in addition to the Family information.
- Provider chosen is a not currently in the GSA system as a qualifying child care Provider Application GSA Form 2014-02, a copy of the center's license, letter of Accreditation and most recent inspection report will be required in addition to the Family information

Step 2: Families' Eligibility is Determined

The Family completes the paperwork and provides required documentation to the GSA. The GSA Subsidy Administration Section will determine the Families' eligibility. If the Family is eligible for AFA, then they will receive an Army Fee Assistance Authorization Letter reflecting the dates and amount of AFA for which the Family is eligible. If the Family is deemed ineligible, then they will be informed of the decision and the reason for the denial.

Step 3: AFA Family Authorization Letter to be Returned to the GSA

Upon receipt of the Family Authorization Letter, the qualifying Army Sponsor or Power of Attorney must review the letter ensuring that all information is accurate and return the letter to the GSA Subsidy Administration Section in order to complete their file and authorize payment on the Families behalf.

Step 4: AFA Notice Sent to the Qualifying Provider

The Families child care Provider will receive an AFA notification via email, fax or U.S. Mail confirming the Families eligibility along with instructions on how and when to begin billing the GSA on behalf of the Army.

Step 5: AFA Provider Authorization Letter to be

Returned to the GSA
Upon receipt of the Provider Authorization Letter, the qualifying Provider must review the letter ensuring that all information is accurate, sign and return the letter to the GSA in order to complete their file and authorize payment on the Families behalf.

Step 6: AFA Provider will Begin Billing the GSA
No later than the end of the month in which child care services were provided, the Families qualifying Provider must complete the Invoice & Attendance form and return to the GSA for payment.

(Original signatures are required each month copies will not be accepted.)

Step 7: Payment Issued
After receiving the completed Invoice, the GSA will certify the document for payment ensuring that the Family still meets the Army Fee Assistance eligibility requirement and will process the invoice for payment.

Step 8: Army Recertification
Each year the Family must Re-certify for benefits ensuring that they continue to meet all eligibility requirements as setforth by the Army. Once the process is complete, the GSA will inform the Family if they remain eligible to continue to participate in AFA. If the Family is deemed ineligible, they will be informed of the decision and reasons for denial.

In addition, the Provider must also complete the Annual Recertification of AFA ensuring that they continue to meet all required eligibility requirements as set forth by the Army.

Any changes that may occur during the year to include but not limited to rate changes, attendance changes, adding or removing a child, Provider change, etc must be reported to the GSA in order for your case file to be updated. This will ensure that there are no erroneous payments issued on your behalf, for which you may be financially responsible.

The Army Respite program provides no-cost hourly child care to support the unique child care needs for Army Families who are deployed, under a Wounded Warrior status or are Survivors of Fallen Warriors. Fee Assistance for Respite care is authorized for 30 days prior to deployment and 90 days after returning.

Respite Care is also available for families who are eligible for up to 5 hours of no-cost hourly child care for each child up to age 12 during assignment period:

- Army Recruiters
- ROTC Cadet Cadre (trainer). (Eligible during the months of May-September)

AFA AUTHORIZATION

- Rear Detachment Cadre

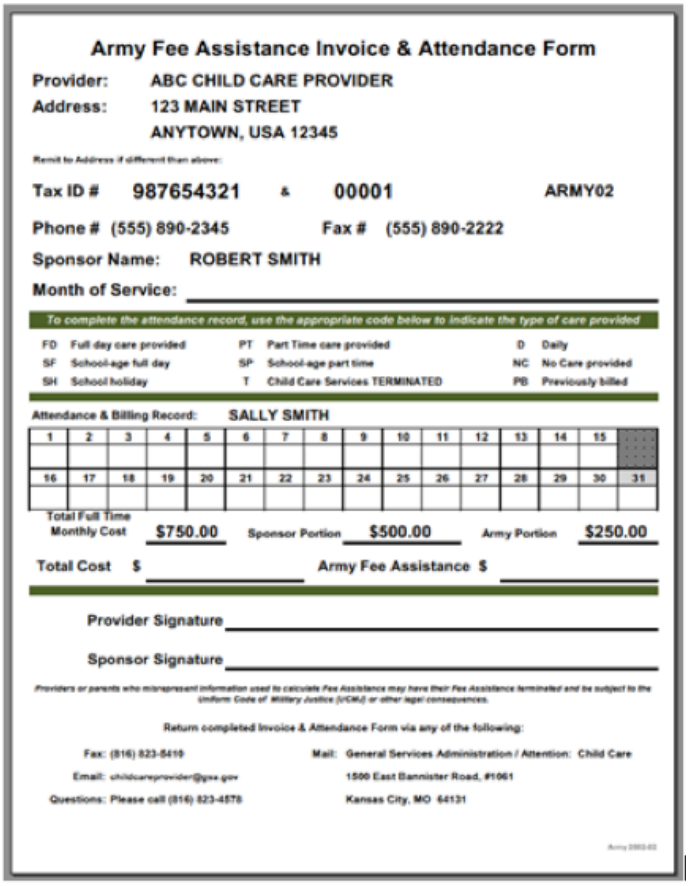
Once an Army Family has been approved for AFA, you will receive an AFA Authorization Letter from the GSA Subsidy Administration Section. Your child care program will receive the notice about a week after the AFA is authorized. If you do not receive a notice within two weeks of the Families receiving their Authorization Letter, call the Provider Line at 1-866-508-0371.

Check the AFA Authorization Letter to ensure the following information is correct:

- Family name
- Children's names
- Total cost based upon care provided
- Child care Providers' name

If the AFA Authorization Letter is incorrect. Please contact the GSA Subsidy Administration Section via one of the following:

Email: army.childcare@gsa.gov
Phone: 866-508-0371
Fax: 816-926-3642
U.S. Mail: GSA
ATTENTION: Subsidy
Administration Section
1500 East Bannister Road, #1061
Kansas City, MO 64131



Army Fee Assistance Invoice & Attendance Form

Provider: ABC CHILD CARE PROVIDER
Address: 123 MAIN STREET
ANYTOWN, USA 12345

Remit to Address if different than above:

Tax ID # 987654321 & 00001 ARMY02

Phone # (555) 890-2345 **Fax #** (555) 890-2222

Sponsor Name: ROBERT SMITH

Month of Service: _____

To complete the attendance record, use the appropriate code below to indicate the type of care provided

FD	Full day care provided	PT	Part Time care provided	D	Daily
SF	School-age full day	SP	School-age part time	NC	No Care provided
SH	School holiday	T	Child Care Services TERMINATED	PB	Previously billed

Attendance & Billing Record: SALLY SMITH

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Total Full Time Monthly Cost $750.00 **Sponsor Portion** $500.00 **Army Portion** $250.00

Total Cost $ _____ **Army Fee Assistance** $ _____

Provider Signature _____

Sponsor Signature _____

Providers or parents who misrepresent information used to calculate Fee Assistance may have their Fee Assistance terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.

Return completed Invoice & Attendance Form via any of the following:

Fax: (816) 823-5419
Email: childcareprovider@gsa.gov
Questions: Please call (816) 823-4578

Mail: General Services Administration / Attention: Child Care
1500 East Bannister Road, #1061
Kansas City, MO 64131

This is a sample invoice like the one that your child care program will receive from the GSA Subsidy Administration Section. This form must be completed and submitted to the GSA on a monthly basis to ensure payment of AFA on the Sponsor's behalf.

AFA BILLING PROCESS

Upon your AFA being approved, the GSA Subsidy Administration Section will issue a benefit packet of information to your Provider on your behalf that includes an Army Fee Assistance Invoice & Attendance Form for their use in billing the GSA on behalf of you and the Army.

In order for AFA to be paid, an Army Fee Assistance Invoice & Attendance Form must be submitted directly to the GSA on a monthly basis. The Sponsor, spouse and/or Power of Attorney is required to sign the documents certifying that the information contained on the form is correct. If invoices are not properly completed and submitted to the GSA, payment will not be issued on the Sponsor's behalf.

Please note that invoices must be submitted to

AFA BILLING PROCESS *(cont.)*

Army Fee Assistance Invoice & Attendance Form

Provider: ABC CHILD CARE PROVIDER
Address: 123 MAIN STREET
ANYTOWN, USA 12345

Remit to Address if different than above:

Tax ID # 987654321 & 00001 ARMY02

Phone # (555) 890-2345 **Fax #** (555) 890-2222

Sponsor Name: ROBERT SMITH

Month of Service: August 1 - 31, 2014

To complete the attendance record, use the appropriate code below to indicate the type of care provided

FD	Full day care provided	PT	Part Time care provided	D	Daily
SF	School-age full day	SP	School-age part time	NC	No Care provided
SH	School holiday	T	Child Care Services TERMINATED	PB	Previously billed

Attendance & Billing Record: SALLY SMITH

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
FD			FD	FD	FD	FD	FD			FD	FD	FD	FD	FD	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		FD	FD	FD	FD	FD			FD	FD	FD	FD	FD		

Total Full Time Monthly Cost $750.00 Sponsor Portion $342.00 Army Portion $408.00

Total Cost $ 750.00 **Army Fee Assistance $** 408.00

Provider Signature Dana Johnson

Sponsor Signature Robert Smith

Providers or parents who misrepresent information used to calculate Fee Assistance may have their Fee Assistance terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.

Return completed Invoice & Attendance Form via any of the following:

Fax: (816) 823-5410
Email: childcareprovider@gsa.gov
Questions: Please call (816) 823-4578

Mail: General Services Administration / Attention: Child Care
1500 East Bannister Road, #1061
Kansas City, MO 64131

Army 2002-02

The Qualifying Child Care Provider must:

Enter the MONTH OF SERVICE

Complete the ATTENDANCE & BILLING Record using the appropriate code from above

Enter the Total Cost you are billing the Family

Enter the Total AFA your program is billing the Army

Sign as the qualifying Provider

The Qualifying Army Sponsor, Spouse or POA must:

Ensure that all the required information has been entered on this form, is accurate, and sign on the Sponsor Signature Line

th

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nth of Service that child care was rendered.

Please ensure that the invoices are completed correctly prior to signing the document to ensure: *(sample above)*

- That the Month of Service for which payment is being requested is correct
- The Total Cost written on the form is the Actual Cost charged prior to your AFA
- You have paid the Sponsor Portion as listed on the form directly to your Provider
- The Total Army Portion is the balance due after you have paid your Sponsor portion
- Your Provider signed the invoice

Your signature on this form is certification that the information is accurate. Fraudulent information provided on this form resulting in an overpayment of AFA will result in a refund to the GSA for further credit to the Army for the incorrect AFA paid on your behalf. In addition, as a result of an overpayment, you and your Provider may be removed from the program. The check must be payable to the GSA Subsidy Administration Section and include the parent's name and remit to the following address:

GSA Subsidy Administration Section

BILLING ERRORS

Billing errors may cause an underpayment or an overpayment. Child care Providers must submit an Invoice & Attendance form for payment no later than 60 days after the date approved child care was provided.

ERRONEOUS & OVERPAYMENT

Sponsors/parents and Providers are required to give correct information to GSA for AFA. If the Provider was to receive an over-payment of Army Fee Assistance on behalf of a Sponsor, a refund or offset of the amount of the over-payment would be due. Any overpayments, including those due to a GSA/Army error, must be reported immediately to the Agency Representative to whom the Sponsor's case is assigned.

Once it has been determined that an over-payment was issued and validated, the Provider will receive an official notification to include a request that funds be returned to the GSA for further credit to the Army or that future invoices will be offset (maximum offset period allowed of 90 days).

The GSA is responsible to collect erroneous payments made to Providers for the following reasons:

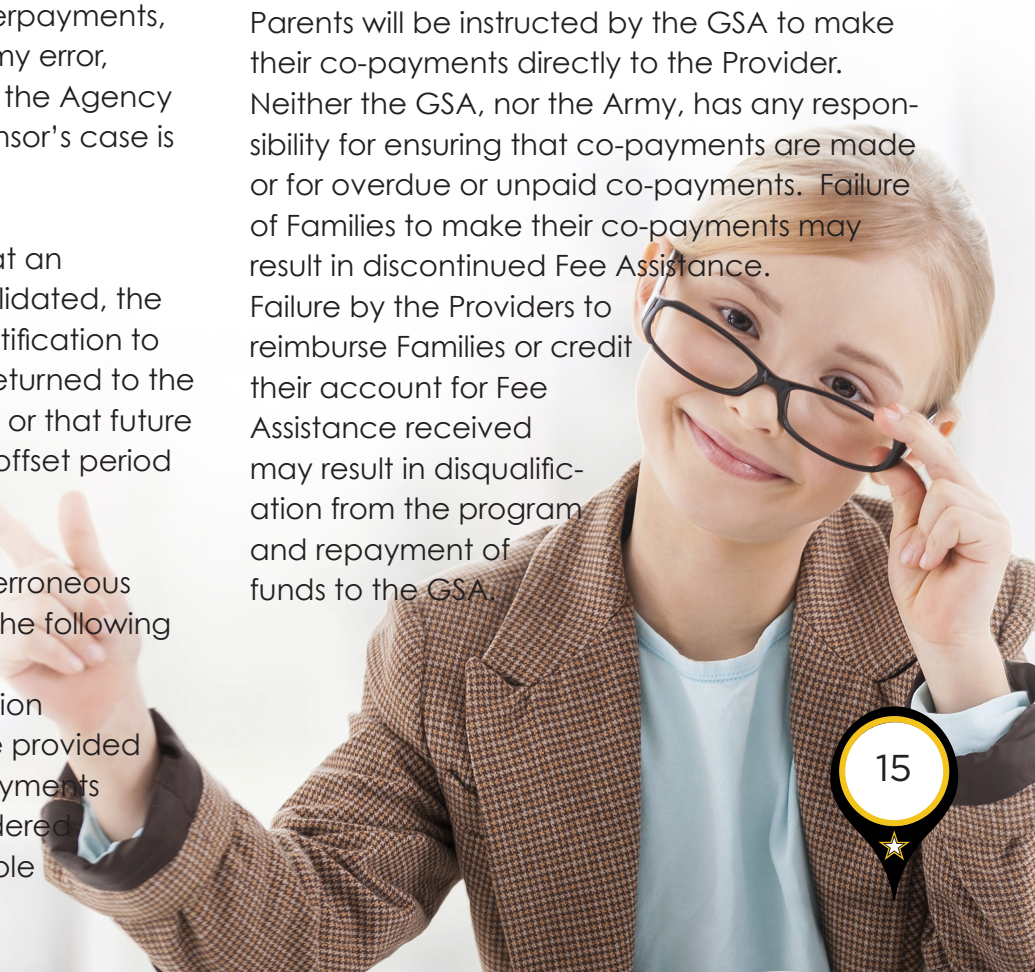
a) Erroneous or false information regarding eligibility or care provided
b) Duplicate payments or payments made for services not rendered
c) Payments made for ineligible

The GSA will make reasonable efforts to collect overpayments making a minimum of three notifications to Providers and Families. Failure to return any requested overpayment or erroneous payment will result in a Federal Debt being established to collect the monies. The GSA will provide documentation to IMCOM G9 for action.

Sponsors or Providers who give erroneous or false information may be permanently disqualified from participating in the Fee Assistance programs, upon approval of IMCOM G9.

PAYMENT RECONCILIATION

Parents will be instructed by the GSA to make their co-payments directly to the Provider. Neither the GSA, nor the Army, has any responsibility for ensuring that co-payments are made or for overdue or unpaid co-payments. Failure of Families to make their co-payments may result in discontinued Fee Assistance. Failure by the Providers to reimburse Families or credit their account for Fee Assistance received may result in disqualification from the program and repayment of funds to the GSA.



ATTENTION:

The next page must be signed, dated and returned to the GSA in order to complete your application for benefits under Army Fee Assistance.

ARMY FEE ASSISTANCE

Certification of Understanding the Terms and Conditions of the Army Fee Assistance (AFA) Program

_____ _____

Sponsor's Printed Name **Last 4 of SSN**

- Sponsor/Family is financially responsible for all child care costs until they have received written notification that an AFA Benefit has been awarded.

- Families are eligible for Army Fee Assistance (AFA) only if/when their application has been approved.

- Families participating in other subsidy or Fee Assistance programs may be eligible for AFA; however the AFA is calculated after these discounts have been applied to the standard rate.

- This benefit will continue on the Sponsor's behalf as long as he/she remains an eligible employee of the Army. Any change in your status with the Army must be reported to the GSA Child Care Subsidy Section immediately for further review.

- You must notify the GSA Subsidy Administration Section if and when your child is no longer enrolled with the qualified child care provider identified on your application. The subsidy is not transferable to another child care provider. You must reapply for the Fee Assistance should you change child care arrangements.

- You are responsible for reporting any changes in your personal and/or financial situation, or that of your spouse/partner, that may affect your status as an Army Fee Assistance recipient; such as, but not limited to, any change in employment, school enrollment, marriage, divorce, a spouse/partner who has entered or left the home, etc. Failure to promptly report any change to the GSA Subsidy Administration Section that causes an erroneous payment on your behalf may result in your Fee Assistance being terminated and subsequent collection action of the erroneous payment from you.

- Any program policy infraction including but not limited to providing incorrect and/or incomplete financial information data, knowingly or unknowingly which causes an overpayment of AFA may result in disqualification from the program. This includes information and/or statements provided at the time of application or anytime throughout your enrollment in the AFA Program. In conclusion, repayment of AFA paid to your child care provider on your behalf will be required due a misrepresentation of information.

- Parents who misrepresent information used to calculate their Fee Assistance may have their Fee Assistance terminated and be subject to the Uniform Code of Military Justice (UCMJ) and/or other legal consequences.

- Invoices must be signed by a child care program representative along with the Sponsor, Spouse or Power of Attorney and submitted to the GSA on a monthly basis in order for AFA to be paid.

- Any change to the Families cost for any reason must be reported to the GSA as soon as it has been identified.

- If your child cares provider's current standing with the state child care licensing authority changes or is revoked, this information must be reported to the GSA immediately.

- As an eligible Army Sponsor/Parent, you agree to provide any and all information re-quested by the GSA and/or Army in order to check the validity of all documents related to your application, eligibility, and invoices/attendance records.

- Due to the variation of oversight and regulation in different states and based upon official Army guidance, the GSA reserves the right to determine which types of child care providers in each state meet the minimum eligibility requirements for participation in AFA Programs.

- Any program policy infraction including but not limited to providing incorrect and/or in-complete financial data, knowingly or unknowingly which causes an overpayment of AFA may result in disqualification from the program. In addition repayment of monies paid to the provider on your behalf due to this misrepresentation will be required.

I certify that:

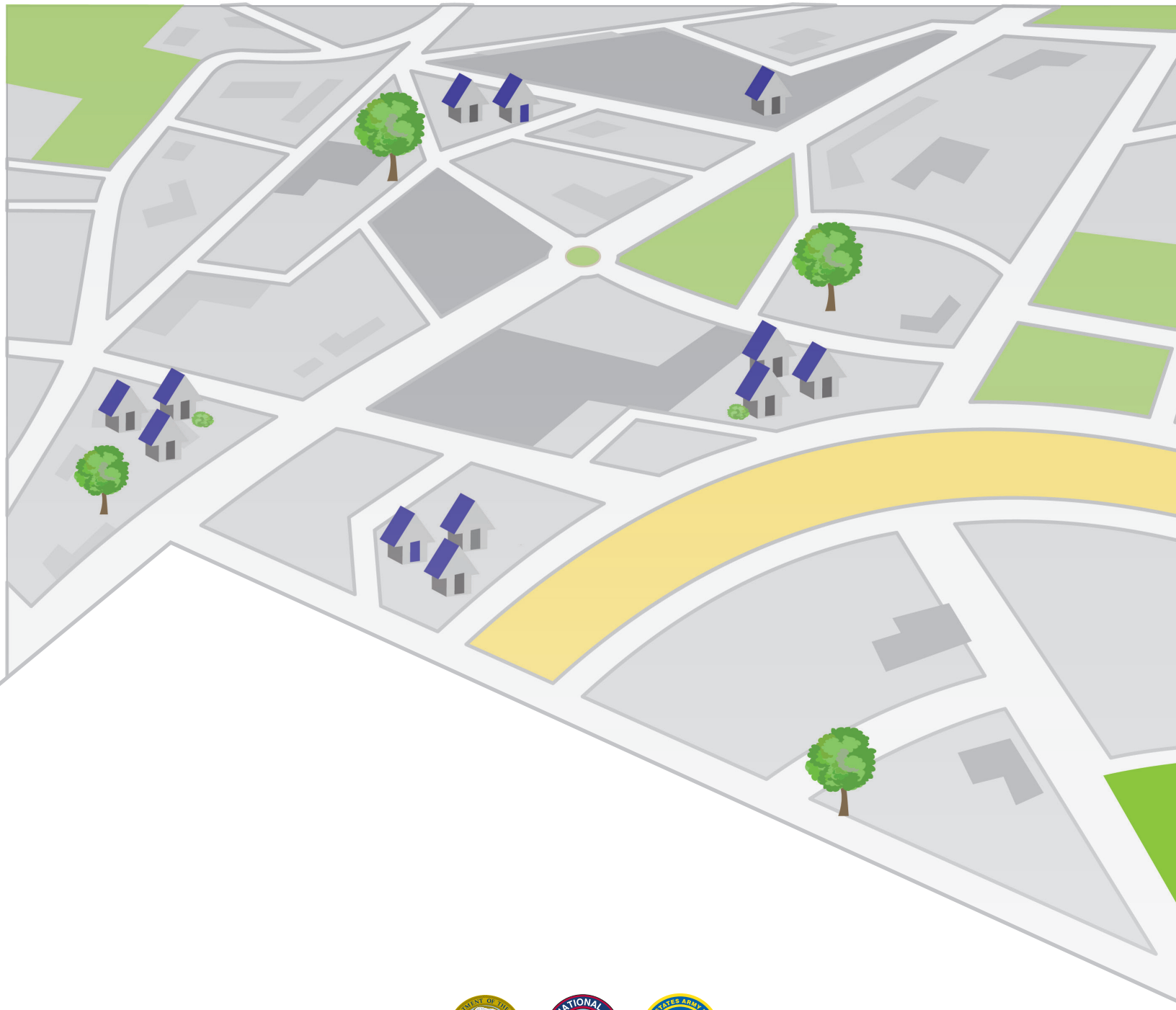
- ✓ I am the parent or legal guardian of the child(ren) listed and I may be required to submit proof of such, in order to receive reduced fee child care.
- ✓ All information submitted as part of my application is true and correct.
- ✓ All family income of the spouse/partner and Army sponsor is reported.
- ✓ Army and GSA officials may verify any information on this application at any time they deem necessary.
- ✓ Eligibility for the reduced child care fee is determined based on Army eligibility requirements and operational guidance.
- ✓ I must select a qualified and eligible child care provider/program that meets the qualifications necessary to participate in the Army Fee Assistance program. Providers who do not qualify will not be reimbursed.
- ✓ AFA payments will only be made directly to the child care provider/program, and not me.
- ✓ I understand that AFA is not an entitlement program and is subject to the availability of funds.

_____ _____

Sponsor's Signature **Date**

Please print your name and last 4 of your SSN, sign, date and return this form with your application package to the GSA in order to begin the processing your application for AFA and retain a copy of this document for your records

GSA Subsidy Administration Section
2300 Main St - 2SE, KCMO 64108
Tel: (816) 823-4578 Fax: (816) 823-5410
army.childcare@gsa.gov



General Services Administration
Subsidy Administration Section
1500 East Bannister Road, #1061
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army.childcare@gsa.gov