


Privacy Act Statement (PAS)

Authorities – This information is requested pursuant to the National and Community Service Act of 1990 as amended (42 USC 12501 *et seq.*), the Domestic Volunteer Service Act of 1973 as amended (42 USC 4950 *et seq.*), and E.O. 9397 as amended.

Purposes – It is requested to manage, administer, and evaluate the child care benefits program offered to eligible AmeriCorps Service Members. **Routine Uses** – Routine uses of this information may include disclosure to (1) contractors to assist with administering the child care benefit, (2) individuals and organizations providing child care, and (3) federal, state, or local agencies pursuant to lawfully authorized requests. **Effects of Nondisclosure** – This request is voluntary, but not providing the information will likely affect your ability to receive child care benefits.

You have 30 days from the time you submit your application to ensure that your child care provider completes the ‘Provider Application’ and that all required supportive documentation is received by GAP Solutions, Inc. All incomplete applications will be closed after 30 days.

The following checklist outline all of the steps you are required and supporting documentation needed in order to submit a complete and thorough application package to GAP Solutions Inc. **Failing to complete or provide the information below will lead to delays for you in the application process.** A GAP Solutions Inc. Child Care Coordinator will contact you at the e-mail address provided on your application within 2-3 business days to provide you with an application status. All forms needed to complete your application packet are available at: <https://www.americorpschildcare.com>

To confirm that you have a complete application, please review the checklist below and Check  next to each item as you collect them.

	AmeriCorps Member Child Care Application
	AmeriCorps Program Certification of Active Service Form – (should be completed by your Program Director to include with your application packet)
	Birth Certificates for each child (under 13 years old) needing child care
	Proof of child custody – if child needing care is NOT your biological child
	If you have a school aged child, send a copy of their school academic calendar.
	Most Current Tax Form 1040A – should be a signed copy; if you did not file, you must request from the IRS a verification of non-filing letter
	Household Income – Paystubs for ALL household members over the age of 18 years old; paystubs must cover the most recent month (4 weeks) of employment.
	Other Income - For all income declared on Page 5 of the Child Care Member Application, please send in supportive documentation for each income declared.

Please note: at the time your application packet is reviewed, additional documentation may be requested for the purposes of further verifying your eligibility.

Do you have any household members over the age of 18? Skip this section if this doesn't apply to you.

If your household member is either Self Employed/Contractor/Business Owner, they must submit the following documents. ✓ Check next to each item as you collect them.

<input type="checkbox"/>	Most current Tax Form 1040A
<input type="checkbox"/>	Tax Schedule C Form
<input type="checkbox"/>	Complete the Verification of Work Activity Form; this can be found under 'forms' at www.americorpschildcare.com

If your household member is not employed but is enrolled in School or Job training, then you must provide:

<input type="checkbox"/>	Current Course Schedule and Transcript to confirm enrollment
--------------------------	--

Choosing a Child Care Provider:

Choose an approved child care provider (child care providers must meet requirements as determined by the state in which child care is being provided). To see if your provider of choice is eligible to participate, please follow the link to the Child Care Provider State Guide. Your child care provider must submit all required certifications as outlined by your state before they are eligible for payment.

[Child Care Provider State Guide](#)

Please note: Your Member Application is not considered complete until your child care provider has also submitted their application packet. Please complete and sign with your child care provider the Child Care Provider Application. (See ['Provider Application Checklist'](#) for more information).

Please remember: you may contact GAP Solutions, Inc. Monday through Friday (excluding holidays) from 8:00 am to 6:00 pm EST at the toll-free telephone number 1-855-886-0687 to speak with a Child Care Coordinator.

You may return any of this documentation via:

Fax: 1-800-521-5415

Mail: AmeriCorps Child Care Program
205 Van Buren St., Suite 205
Herndon, VA 20170

Email: americorpschildcare@gapsi.com

Disclaimer

Uploading the documents via the online application and Faxing are the two safest methods of sending documents over to our office. If you decide to email any of your documents, please ensure to encrypt your email before sending. Email Encryption is to protect the content from being read by entities other than the intended recipients. Please make sure not to send us the password within the encrypted email. It is advised that you send a separate email with the password.