


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 childcare 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 childcare benefit, (2) individuals and organizations providing childcare, and (3) federal, state, or local agencies pursuant to lawfully authorized requests. A complete list of uses can be found in the system of records notice associated with this collection of information, [CNCS-06-CPO-ACB- AmeriCorps Childcare Benefit System \(ACB\)](#). **Effects of Nondisclosure** – This request is voluntary, but not providing the information will likely affect your ability to receive childcare benefits.

You have 30 days from the time you submit your application to ensure that your childcare 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 outlines 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. Childcare 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 add a Check  next to each item as you collect them.

	AmeriCorps Member Childcare Application.
	AmeriCorps Program Certification of Active Service Form (completed by your AmeriCorps supervisor).
	Copies of the official Birth Certificates for each child under 13 needing childcare. Special needs children over 13 years old will need to submit a copy of their IEP to maintain program eligibility.
	Proof of child custody. You will need to provide proof of physical custody if child does not reside with both parents.
	If you have a school aged child, you must send a copy of the school academic calendar. This is needed so that we can cover full time care for school breaks/holidays.
	A signed copy of your Federal 1040 form. Please sign the bottom of page 2 where it specifies “Sign here.” This documentation is also required from the other parent if a joint 1040 was not filed.
	Household Family Income – That includes income of the AmeriCorps member (excluding the AmeriCorps living allowance) and other parent or significant other. You are required to submit the most current paystubs covering 1 month of income. See page 2 for documentation needed from self-employment or contractor income.
	Other Income- For all income outside of wages declared on Page 5 of the Childcare 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.

If you, your spouse, or significant other earns any income from self-employment. You must submit and complete the following documents.

✓ **Check next to each item as you collect them.**

	Complete the Verification of Work Activity Form (found under Forms/Resources)
	Federal 1040 form with all tax schedules (Schedule C).
	Profit and Loss Statements for the last 3 months

Choosing a Childcare Provider:

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

[AmeriCorps Childcare Provider State Guide](#)

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

You may contact GAP Solutions, Inc. Monday through Friday (excluding holidays) from 9:00 am to 6:00 pm EST at the toll-free telephone number 1-855-886-0687 to speak with a Childcare Coordinator.

You may return any of this documentation via:

Fax: 1-888-979-8216

Mail: AmeriCorps Childcare 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.