

# **OPM/Internal-15, OPM Child Care Tuition Assistance Records**

**65 FR 30643 (5/12/2000), Prefatory Statement of Routine Uses, 87 FR 5874 (2/2/2022)**

*This unofficial consolidation of OPM/Internal-15 is from the U.S. Office of Personnel Management Privacy Website at <https://www.opm.gov/privacy>.*

## **SYSTEM LOCATION:**

U. S. Office of Personnel Management, Office of Human Resources and EEO, 1900 E Street, NW., Room 1469, Washington, DC 20415.

## **SYSTEM MANAGER(S):**

Director, Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415.

## **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees of the Office of Personnel Management who voluntarily apply for child care tuition assistance.

## **CATEGORIES OF RECORDS IN THE SYSTEM:**

Application forms for child care tuition assistance containing personal information, including employee (parent) name, Social Security Number, grade, home and work numbers, addresses, telephone numbers, total family income, names of children on whose behalf the parent is applying for tuition assistance, child's date of birth; information on child care providers used, including name, address, provider license number and State where issued, tuition cost, and provider tax identification number; and copies of IRS Form 1040 and 1040A for verification purposes.

## **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub. L. 106-58, section 643 and E.O. 9397.

## **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

Routine uses 1, and 3 through 11 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) applies to the records maintained within the system. There are no system unique routine uses.

- To appropriate agencies, entities and persons when (1) OPM suspects or has confirmed that there has been a breach of the system of records, (2) OPM has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, OPM (including its information systems, programs and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with OPM's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.
- To another Federal agency or Federal entity, when OPM determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

**PURPOSE(S) OF THE SYSTEM:**

To establish and verify OPM employees' eligibility for child care subsidies in order for OPM to provide monetary assistance to its employees.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:**

Information may be collected on paper or electronically and may be stored as paper forms or on computers.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:**

By name; may also be cross-referenced to Social Security Number.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:**

When not in use by an authorized person, paper records are stored in lockable file cabinets or secured rooms. Electronic records are protected by the use of passwords.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:**

Disposition of records is according to the National Archives and Records Administration (NARA) guidelines.

**NOTIFICATION PROCEDURES:**

Individuals may submit a request on whether a system contains records about them to the system manager indicated. Individuals must furnish the following for their records to be located and identified:

Full name.

Social Security Number.

**RECORD ACCESS PROCEDURES:**

Individuals wishing to request access to records about them should contact the system manager indicated. Individuals must provide the following information for their records to be located and identified:

Full name.

Social Security Number.

Individuals requesting access must also follow the OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297).

**CONTESTING RECORD PROCEDURES:**

Individuals wishing to request amendment of records about them should contact the system manager indicated. Individuals must furnish the following information for their records to be located and identified:

Full name.

Social Security Number.

Individuals requesting amendment must also follow the OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

**RECORD SOURCE CATEGORIES:**

Information is provided by OPM employees who apply for child care tuition assistance. Furnishing of the information is voluntary.