USDA Child Care Subsidy Administration Program (CCS)
United States Department of Agriculture

General Services Administration (GSA) Child Care Subsidy (CCS) Program
Employee/Family Update Form

GSA Employee Name: _____

Address: _____

_____

City: _____ State: _____ Zip Code: _____

Primary phone number: _____Alternate phone number: _____

Government email address: _____

Alternate email address: _____

Alternate email address _____

Status: _____Single _____Married _____Divorced _____Separated _____Partner

Spouse/Partner Name: _____

Spouse/Partner update to work and or school.

New/Current Employer: _____

New/Current School/University: _____

No longer enrolled in school or working, requesting Special Consideration for 90 days to seek employment and/or enroll in a school program *(see Form "Certification for Seeking Employment and-or Enroll in School GSA 2010-04").*
Last day of work/school: _____

Child Custody Arrangement/Agreement

Child's Name: _____
_____Now resides in the home with the qualifying Employee
_____No longer resides in the home the qualifying Employee

Child's Name: _____
_____Now resides in the home with the qualifying Employee
_____No longer resides in the home the qualifying Employee

Child's Name: _____
_____Now resides in the home with the qualifying Employee
_____No longer resides in the home the qualifying Employee

Upon certifying and returning this form to the USDA Subsidy Administration Section, I am authoring the change(s) above to the information on file with the USDA.

_____ _____
Signature of Qualifying GSA Employee / Last 4 of SSN ***Date***

Submit to the USDA
Email: childcare@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5432
2300 Main St – 2SE, KCMO 64108