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

General Services Administration (GSA) Child Care Subsidy (CCS) Program
Change in Personal Situation Checklist

_____Printed name of qualifying GSA Employee

Family/Personal Arrangement

I was married on _____or will be getting married on _____or; I have a Partner who has entered or will enter my home on _____.

____Employee Family Update Form GSA 2011-12 ***(Mandatory)***
____Power of Attorney ***(As applicable)***
____Marriage License ***(Mandatory as applicable)***
____Copy of the Spouse/Partner (to include unmarried legal parents/partners), most recent pay statement(s) to include a minimum of 15 consecutive days and/or their most current student school schedule and GSA Certification of Higher Education Form 2015-11 ***(Mandatory as applicable)***
____Certification for Spouse/Partner seeking Employment or Enrolling in School, submit a GSA Form 2010-04 ***(Mandatory as Applicable)***
____Copy of the Spouse/Partner's most recent Federal Tax Return-1040, if filed separately ***(Mandatory as applicable)***

I have obtained/will obtain a _____Divorce ____Legal Separation ____Separation

Date/expected date of action _____

____Employee/Family Update Form GSA 2011-12 ***(Mandatory)***
____Divorce Decree ***(Mandatory as applicable)***
____Separation Documents (Legal or GSA issued form included) ***(Mandatory as applicable)***
____Custody Agreement ***(If not included within Divorce Decree or other Legal Documentation)***

Child Care Arrangements:

____My child/children will continue to attend the Child Care Provider on file with the GSA
____My child/children will be or have changed their Child Care Arrangements effective _____

_____I have included an updated Family Enrollment Form GSA 2015-01 for my child/children
_____I will be submitting an undated Family Enrollment Form GSA 2015-01 for my child/children
_____I am placing my child/children in an Inactive Status for up to 90 days until other child care arrangements are made. A Form GSA 2011-09 must be submitted in order to process this action

The forms and documents listed above are required to being an update to your case file. Please note that your situation and application may require additional documents and or information.

I understand that by signing this document, I am certifying that the statement above is correct.

_____ _____
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