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

General Services Administration (GSA) Child Care Subsidy (CCS) Program Separation Verification (*Pending Legal Action)*

This form serves as certification that _____
Printed name of GSA Employee

*separated from his/her Spouse/Partner_____
Printed name of Spouse/Partner

who no longer resides in the home with the GSA Employee. The child/children for whom the GSA Employee is applying for benefits reside with:

_____GSA Employee _____Other Parent/Guardian _____*Joint Custody

_____ _____
Child's Full Name ***Date of Birth (DOB)***

_____ _____
Child's Full Name ***Date of Birth (DOB)***

_____ _____
Child's Full Name ***Date of Birth (DOB)***

I understand by signing this document, I am certifying that the statement above is correct. I further understand this document is not considered a "Permanent Record" for my file and that if I wish to continue to receive a General Services Administration (GSA) Child Care Subsidy Benefit, I must provide proper legal documentation to the USDA within 6 months of the date of this document. Failure to provide legal documentation to the USDA may result in the suspension of my benefit.

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

This form is not to be used in a geographical separation situation (EG: Geo Bachelor)

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