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

General Services Administration (GSA) Child Care Subsidy (CCS) Program
Request for Reactivation of Child Care Benefits

I _____ request that the USDA Reactivate my GSA CCS Program
Printed name of GSA Employee

benefit for the following child/children as of date(s) listed below.

Child's Full Name	***Date of birth***	***Benefit Reinstatement Date***
Child's Full Name	***Date of birth***	***Benefit Reinstatement Date***
Child's Full Name	***Date of birth***	***Benefit Reinstatement Date***

Child Care Provider Information

- My child/children will return to/continue to use the Provider currently on file with the USDA: _____Yes_____No
  - ✓ Provider must complete and return directly to you the Family Enrollment Provider Cost Verification Form GSA 2015-01 for each child and return to you for your submission to the USDA.
- My child/children will be changing Child Care Providers: _____Yes_____ No

  New Provider Name: _____

  New Provider Address: _____

  City: _____ State: _____ Zip: _____

  Contact Name/Phone Number of New Provider: _____

  - ✓ Provider must complete, sign and return directly to you (the Employee), the Family Enrollment Provider Cost Verification Form GSA 2015-01 for each child for your submission to the USDA.
  - ✓ Child must be enrolled and have a start date within 30 days of submission of this document before benefits can be awarded.
  - ✓ Child Care Provider must be a USDA approved Provider in order for application to be processed.
    Employees who are looking for a preapproved USDA Child Care Provider and for Child Care Providers who wish to enroll in the USDA Child Care Subsidy Program should visit the USDA Child Care Provider website for information
  - ✓ If your Child Care Provider is not already a USDA approved Provider, your application for a USDA Benefit will be delayed as the Provider will need to complete the application process and be approved first.

Please note that per the GSA CCS Program guidelines, the USDA will validate that the Child Care Provider that you will be using has current qualifying information on file in order to process your Reactivation of benefits. In the event that the Child Care Provider is not currently participating in the USDA Subsidy Administration Program or the USDA does not have current information on file for the provider, the USDA will contact your provider in order to obtain/update the their information in order to determine their eligibility in the USDA Subsidy Administration Section Child Care Program. The Reactivation of your benefit is contingent upon the USDA having and/or obtaining current provider information.

_____ _____
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