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

National Park Service (NPS) Child Care Subsidy (CCS) Program Recertification Checklist

_____Printed name of qualifying NPS Employee

Please submit the following completed documentation in this order to assist us in expediting your Recertification of benefits:

Employee/Family Information

____Parent Application OPM Form 1643 ***(Mandatory)***

____Application Addendum NPS 2011-02 ***(Mandatory)***

____Copy of the Employee's most recent Federal Tax Return Form-1040 ***(Mandatory)***

____Copy of Employee's most *recent Pay & Leave Statement ***(Mandatory)***
****Must be dated within 90 days of the date of your Recertification Application***

____Current Spouse/Partner's Pay Statements for a minimum of 15 consecutive days and/or their most current student school schedule and the NPS Certification of Higher Education Form 2015-11 ***(Mandatory as applicable)***

____Copy of your Spouse/Partner's most recent Federal Tax Return Form -1040, if filed separately ***(Mandatory as applicable)***

____Misc. Legal Documentation: Divorce Decree, Separation Documents, etc. ***(Mandatory as applicable)***

____Statement of Understanding NPS 2015-10 ***(Final page of the NPS Family Handbook and is Mandatory)***

Child Care Provider Information

____Family Enrollment Provider Cost Verification * Form NPS 2015-01 ***(Mandatory)***
**** A separate form must be completed and signed by your Provider for each child***

Please note that per the National Park Service (NPS) Child Care Subsidy (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 recertification application for benefits. In the event that the Child Care Provider is not currently participating in the USDA Subsidy Administration Programs or the USDA does not have current information on file for the provider, the USDA will contact your provider in order to obtain/update their information in order to determine their eligibility in the USDA Subsidy Administration Section Child Care Programs. The processing of your Recertification Application for benefits is contingent upon the USDA having and/or obtaining current provider information.

The forms and documents listed above are required for a Recertification Application. Please note that your situation and Recertification Application may require additional documents and or information.

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