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

Application to Become a Qualifying Child Care Provider

Type of Child Care Program: _____Family Child Care (FCC) _____Child Care Center _____Federally Sponsored Child Development Center (CDC)

Applications that are not fully completed or do not contain the information below cannot be processed. By completing this form, you attest that the information is true and accurate.

Section I - Provider Information

Name of Qualifying Provider	Tax Identification Number
Doing Business As (DBA) if applicable	Center email address #1
	Center email address #2
Physical Address	Center email address #3
	Phone Number #1
Corporate Address if applicable	Phone Number #2
	Fax Number
Center Primary Contact	Title
Center Secondary Contact	Title

Section II - Hours / Business Operation

Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours of Operation per Week

Regularly Scheduled Dates of Closure - Please list all Applicable Dates

January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Section III - License / Accreditation / Certification Information

Center/Program is Licensed: _____Yes _____No Licensing Body	Expiration Date
Center/Program is Accredited: _____Yes _____No Accrediting Body	Expiration Date
Center/Program is Registered: _____Yes _____No Registering Body	Expiration Date

Inspection Report - Date Center/Program was Inspected		Background Ground Checks Complete: _____Yes _____No

Number of Children Authorized to be in your care:

USDA Child Care Subsidy Administration Program (CCS)
2300 Main St - 2SE, KCMO 64131
Tel: (866) 508-0371 ● Fax: (816) 823-5499
childcareprovider@gsa.gov

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Section IV - Program Rates & Fees

The rates listed below should be your standard rates for each independent child. The actual rate that you charge a Family who is enrolling to receive Child Care Subsidy Benefits will be provided to the USDA on the enrollment form your program will receive once you are certified as a qualifying child care provider by the USDA Subsidy Administration Section

Age Group / Type of Care	0 - 12 Months	13 - 24 Months	2 Years	3 - 5 Years	School Age (Before, After & Before & After School Care)	Full Day - School Age	Summer Camp
Enrollment Fee							
Registration Fee							
Hourly Cost							
Daily Cost							
Weekly Full Time							
Weekly Part Time							
Monthly (Weekly Cost X 4.33)							

Does your Child Care Program offer a multiple child discount? _____Yes _____No **Provide discount information:**_____

Does your program offer any other type of discount? If yes, please explain, otherwise "N/A": _____

If your program charges an enrollment, registration fee, etc. are the fees a One Time Charge or Annual? _____

Does your program charge any other fees that are not listed above? If so please list the fee, frequency and amount below

Section V- Payment Information

Child Care Subsidy Program Payment Options and Authorization Information

Option 1) Direct Deposit or Electronic Funds Transfer (EFT) is the most efficient and cost effective method for providers to receive payment.

Name of Financial Institution _____

Financial Institution Routing Number _____ **Account Number** _____

Account Type **Checking** _____ **Savings** _____

Option 2) Payment via U.S. Treasury Check may be authorized under special circumstance and requires a written request providing a valid reason which will be reviewed to determine if this option is possible. In order to be considered for this option, you must provide in the space below a valid reason why you feel that payment via direct deposit is not an option for you.

Section VI - Certification of Child Care Provider

I understand that it is a Federal crime under United States Code (USC) 18, Section 1001, to make a false statement on this form. If I make a false statement, I understand that I may required to reimburse the USDA for further credit to the Deparment/Agency for which the Member/Employee is employed, any Child Care Subsidy Benefit payments that were issued based upon false information.

Misrepresentation or falsifying this information may subject the individual to prosecution under applicable State and Federal Laws.

I certify that the above information is true and correct to the best of my knowledge and by completing this application I authorize the USDA to post my child care program on their website as a qualifying child care provider and will accept families who apply to use my program based upon my occupancy and the number of children that the center is authorized for which care can be provided.

_____ _____

Signature of Child Care Provider ***Date of Certification (MM/DD/YYYY)***

Privacy Act Statement

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a Social Security Number or Tax Identification Number (TIN). This is an amendment to Title 31, Section 7701. The primary use of information regarding family income (copies of pay statements and tax returns), name of current child care provider, copies of provider's license, letter of Accreditation, statement of compliance, and information about other child care subsides is also used to determine eligibility for Fee Assistance. Disclosure of the above information is voluntary, but failure to provide all of the requested information may result in the denial of your application.

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