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

Child Care Provider Enrollment Information

The USDA Subsidy Administration Section currently administers Child Care Subsidy Programs on behalf of the following Department/Agencies:

- U.S. Coast Guard (USCG)
- General Services Administration (GSA)
- National Park Service (NPS)
- U.S. Customs and Border Protection (CBP)

Each Child Care Subsidy Program that the USDA administers is unique with the guidelines for administration set forth by the Department/Agency offering the Child Care Benefit.

Providers who wish to participate in the Child Care Subsidy Programs administered by the USDA Subsidy Administration Section must meet **one** of the requirements as set forth below:

- Be State Licensed
- Be Registered
- Be Accredited
- Be exempt from Licensing and must provide the state statute that exempts your Child Care Program from being Licensed/Registered

Required Application Documents

To apply to become a qualifying Child Care Provider and have your Child Care Program information listed on the USDA website, the following documents must be submitted to the USDA Subsidy Administration Section for processing:

I) **Fee Assistance Provider Application – CC Form 2014-02**
II) **Provider Statement of Understanding CC 2015-18** must be completed, signed by a representative of the Child Care Program and returned to the USDA. By signing and returning this document, the Child Care Program certifies their understanding of the guidelines as set forth for by the Child Care Program in which they will be participating.
III) Copy of state License
IV) Copy of Registration Certificate
V) Copy of valid National Accreditation Certificate
VI) Letter of Exemption on your Child Care Program's letterhead citing the state statute the exempts your Child Care Program from being Licensed/Registered

Please include the **Provider Application Check List 2014-14** to ensure all required documents are submitted to the USDA for processing. Applications submitted that do not contain all the required documents will be declined if the missing documentation is not received by the USDA after within 30 days of the initial submission.

USDA Contact Information
Email: childcareprovider@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5499
2300 Main St – 2SE, KCMO 64108

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Application Process

Overview of application process, eligibility determination and participation in the USDA administered Child Care Subsidy Program:

- Application and information submitted to the USDA
- The USDA will review the documents submitted to determine which Child Care Program or Programs you may be eligible to participate
- Child Care Provider will be informed of their eligibility and if approved will include a welcome letter
- As Families enroll in your Child Care Program, you will complete the Family Enrollment Provider Cost Verification Form CC 2015-01 which is included in each Family's application package and return directly to the Family or to the USDA to be included with the Family's application for benefits
- For Families that enroll in your Child Care Program and apply for a Child Care Subsidy Benefits, the center will receive a benefit determination letter
- For Families enrolled in your Child Care Program and are approved to receive a Child Care Subsidy, you will be required to submit Invoice and Attendance Forms each month to the USDA Subsidy Administration Section in order to receive Child Care Subsidy Benefit payments
- In the event that the Family's attendance or rate changes, you must inform the USDA Subsidy Administration Section immediately to ensure that the Families cases are updated accordingly. Providers must complete and submit to the USDA a Family Enrollment Provider Cost Verification Form CC 2015-01 which is located on the USDA website Child Care Subsidy Program Provider Website
- You must continue to remain Licensed, Registered, Exempt from being Licensed/Registered and/or Accredited.
- Supply the USDA with updated documentation in order to support your continued eligibility in the Child Care Program when requested to do so
- Any change to your Child Care Program to include but not limited to the following must be reported to the USDA Subsidy Administration Section for review and possible action as applicable: Change in licensing and/or accreditation; rates; ownership, payment information to include banking/EFT updates, a child's rate and/or attendance, etc.

All questions on eligibility should be addressed to the USDA Subsidy Administration Section at **childcareprovider@gsa.gov** or (866) 508-0371 (Option 2) to speak to a Provider Representative.

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