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

THE U.S. CUSTOMS AND BORDER PROTECTION (CBP) CHILD CARE SUBSIDY (CCS) PROGRAM ANNUAL RECERTIFICATION PROCESS

Each Employee/Family enrolled in the U.S. Customs and Border Protection (CBP) Child Care Subsidy (CCS) Program must Recertify for benefits each year in order to validate their continued eligibility. The Recertification process requires specific information and documentation from you and your Child Care Provider. Incomplete Recertification packages cannot be processed and may result in a delay in processing your paperwork and payments to your Child Care Provider and/or removal from the program.

COMPLETE AND SUBMIT YOUR RECERTIFICATION PACKAGE

- Application must be completed in full
- Application must be signed and dated by the Employee
- Statement of Understanding must be signed and dated by the Employee
- Application Addendum must be signed and dated by the Employee

ATTACH REQUIRED DOCUMENTATION

- Current Employee Pay & Leave Statement
- Current Employee W-2 Form
- Current Employee SF-50
- Current Employee Federal Tax Return Form-1040
- Current Spouse/Partner Pay Statements for a minimum of 15 consecutive days and/or their most current student school schedule and the CBP Certification of Higher Education Form 2015-11 which is included within this package
- Federal Tax Return Form-1040 for Spouse/Partner if filed separately
- Family Enrollment Provider Cost Verification *Form CBP 2015-01

  * ***A separate form must be completed and signed by your Provider for each child***

RECERTIFICATION NOTES

- Emailing all documents in PDF format will avoid delays in processing. You will receive an automated email response when your application is submitted via email. The email will provide you a case number and instructions for corresponding about your application
- Illegible information could result in a request of resubmission of form or document.
- Employee must provide valid government email address on application
- The CBP Employees Spouse/Partner is required to be working or enrolled in school to qualify
- Child must continue to be enrolled in order to process the Employee's Recertification action
- Child Care Provider must be a USDA Approved Provider in order for the Employee Application to be processed
- If you are changing Child Care Provider, and the Provider using and/or changing to is not already approved, your application for benefits will be delayed as the Provider must also complete the application process and be approved first
- 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

USDA Contact Information:
Email: cbp.childcare@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5482
2300 Main St – 2SE, KCMO 64108