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

U.S. Customs and Border Protection (CBP) Child Care Subsidy (CCS) Recertification Checklist

_____Printed name of qualifying CBP 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 CBP 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***

____Copy of Employee's most recent Notification of Personal Action Form SF-50 ***(Mandatory)***

____Copy of Employee's most recent Wage and Tax Statement Form W-2 (***Mandatory)***

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

____Copy of your Spouse/Partner's most recent Wage and Tax Statement Form W-2 (***Mandatory as applicable)***

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

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

____ Statement of Understanding CPB 2015-10 ***(Final page of the CBP Family Handbook and is Mandatory)***

Child Care Provider Information

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

Please note that per the U.S. Customs and Border Protection (CBP) 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: cbp.childcare@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5482
2300 Main St – 2SE, KCMO 64108