**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 APPLICATION PROCESS

Thank you for your interest in the U.S. Customs and Border Protection (CBP) Child Care Subsidy Program.
The application process requires specific information and documentation from you (the Employee), and your Child Care Provider. Incomplete applications cannot be processed.

## COMPLETE AND SUBMIT YOUR APPLICATION 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

## INCLUDE REQUIRED DOCUMENTATION

- Current Employee Pay & Leave Statement
- Current Employee Wage and Tax Statement, W-2 Form
- Current Employee Notification of Personnel Action, SF-50
- Current Employee Federal Tax Return Form-1040
- Current Federal Tax Return Form-1040 for Spouse/Partner ***(Mandatory as applicable, if filed separately)***
- Current Spouse Wage and Tax Statement, W-2 Form ***(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 CBP Certification of Higher Education Form 2015-11 ***(Mandatory as applicable – Included within this package)***
- Birth Certificate(s) for each child for whom you are applying for the CBP Child Care Subsidy
- Family Enrollment Provider Cost Verification * Form CBP 2015-01
  ****A separate form must be completed and signed by your Provider for each child***

## APPLICATION 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
- The child must be enrolled and have a start date with Provider within 30 days of date of Employee's Application before benefits can be awarded
- Child Care Provider must be a USDA approved Provider in order for the Employee Application to be processed
- If your Child Care Provider 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:
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