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

U.S. COAST GUARD (USCG) CHILD CARE SUBSIDY (CCS) PROGRAM ANNUAL RECERTIFICATION PROCESS

Each Member/Family enrolled in the U.S. Coast Guard (USCG) 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 Member
- Statement of Understanding must be signed and dated by the Member
- Application Addendum must be signed and dated by the Member

INCLUDE REQUIRED DOCUMENTATION

- Two (2) Leave and Earnings Statements (LES) for the qualifying USCG Member
- Member's **most recent** Federal Tax Return Form-1040 along with any schedules that were included with the Member's return ***(See Checklist for detailed information)***
- Member's Active Duty Orders or a print out of Direct Access under the Enterprise Menu.
- Member's BAH/Dependency Data Sheet CG Form 4170
- Current Spouse/Partner Pay Statements for 1 month/4 weeks and/or their most current student school schedule and the USCG Certification of Higher Education Form 2015-11 ***(As applicable - Included within this package)***
- Member's Spouse/Partner's **most recent** Federal Tax Return, Form-1040 ***(As applicable, if filed separately)***
- Family Enrollment Provider Cost Verification * Form USCG 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
- Member must provide valid government email address on application
- The USCG Members Spouse/Partner is required to be working or enrolled in school to qualify
- Child must continue to be enrolled in order to process the Member's Recertification action
- Child Care Provider must be a USDA Approved Provider in order for the Member Application to be processed
- Members 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
- 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

Submit to the USDA
Email: uscgchildcare@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5445
2300 Main St – 2SE, KCMO 64108