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

U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program Recertification Checklist

_____Printed name of qualifying USCG Member

Please submit the following completed documentation in this order to assist us in expediting your Recertification for benefits:

Member/Family Information

____Parent Application OPM Form 1643 ***(Mandatory)***

____Application Addendum USCG Form 2011-02 ***(Mandatory)***

____Two (2) Leave and Earnings Statements (LES) for the qualifying USCG Member (***Mandatory)***
****Must be dated within 90 days of the date of your initial application and be consecutive periods of pay***

____Member's Active Duty Orders or a print it out of Direct *Access under the Enterprise Menu ***(Mandatory)***
**** Log into Direct Access – Human Resources – Human Resources Reports - Member Information. Once here, a screen will come up, click "Create Report"***

____Member's most recently filed Federal Tax Return – Only Form 1040/1040A/1040EZ, **UNLESS** business income/loss, capital gains/losses, other gains/losses, rental real estate, royalties, or pension and/or annuities, are listed on the Form 1040/1040A. In this case the complete tax return must be submitted to determine which figures may be included or excluded in the calculation of benefits ***(Mandatory)***

____BAH Dependency Data Sheet CG Form 4170 ***(Mandatory)***
****Must be signed and dated within 12 months of your application***

____Power of Attorney ***(As applicable)***

____Misc. Legal Documentation - Divorce Decree, Separation Documents, etc. ***(As applicable)***

____Spouse/Partner, to include unmarried legal Parents/Partners, 4 weeks/1 month most recent Pay Statement(s) reflecting a minimum of 20 hours per week or full time School Schedule ***and*** USCG Certification of Higher Education Form 2015-09 ***(Mandatory as applicable)***

____Spouse/Partner's most recent Federal Tax Return Form -1040, if filed separately ***(Mandatory as applicable)***

____Statement of Understanding USCG 2015-10 ***(Final page of the USCG Family Handbook and is Mandatory)***

Child Care Provider Information

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

Please note that per the U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program guidelines, 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 USDA does not have current information on file for the provider, 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 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: uscgchildcare@gsa.gov
Phone: (866) 508-0371 | Fax: (816) 823-5445
2300 Main St – 2SE, KCMO 64108