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

U.S. Coast Guard (USCG) Child Care Subsidy (CCS) Program
Change in Personal Situation Checklist

_____Printed name of Qualifying USCG Member

Family/Personal Arrangement

I was married on_____or will be getting married on_____or, I have a Partner who has entered or will enter my home on_____.

____Member Family Update Form USCG 2011-12 ***(Mandatory)***

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

____Marriage License ***(Mandatory as applicable)***

____Copy of the Spouse/Partner (to include unmarried legal parents/partners), most recent pay statement(s) to include; timeframe of 4 weeks/1 month(s) reflecting a minimum of 20 hours per week, or full time school schedule and USCG Certification of Higher Education Form 2015-11 ***(Mandatory as applicable)***

____Certification for Spouse/Partner seeking Employment or Enrolling in School, submit a USCG Form 2010-04 ***(Mandatory a applicable)***

____Spouse/Partner's most recent Federal Tax Return-1040, if filed separately. Spouse/Partner's Federal Tax Return-1040 must coincide with calendar year of Member's Tax Return on file with USDA ***(Mandatory as applicable)***

I have obtained/will obtain: Divorce____ Legal Separation____ Separation ____

Date/expected date of action: _____

Member/Family Update Form USCG 2011-12 ***(Mandatory)***

____Divorce Decree ***(Mandatory as applicable)***

____Separation Documents (Legal or USDA issued form included) ***(Mandatory as applicable)***

____Custody Agreement ***(If not included within Divorce Decree or other Legal Documentation)***

Child Care Arrangements:

____My child/children will continue to attend the Child Care Provider on file with the USDA

____My child/children will be or have changed their Child Care Arrangements effective_____

____I have included an updated Family Enrollment Form USCG 2015-01 for my child/children

____I will be submitting an undated Family Enrollment Form USCG 2015-01 for my child/children

____I am placing my child/children in an Inactive Status for up to 90 days until other child care arrangements are made. A Form USCG 2011-09 must be submitted in order to process this action

The forms and documents listed above are required to being an update to your case file. Please note that your situation and application may require additional documents and or information.

I understand that by signing this document, I am certifying that the statement above is correct.

Misrepresentation or falsifying this information may subject the individual to prosecution under the Uniform Code of Military Justice (UCMJ) and/or applicable State and Federal Laws, and may subject the individual to removal from the USCG CCS Program and responsible for repaying any USCG CCS benefits received that the Member was not entitled to receive based upon USCG CCS Program guidelines.

_____ _____

Qualifying USCG Member's Signature / Last 4 of SSN ***Date***

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