



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

**General Services Administration (GSA) Child Care Subsidy (CCS) Program  
 Separation Verification (*Pending Legal Action*)**

This form serves as certification that \_\_\_\_\_  
*Printed name of GSA Employee*

\*separated from his/her Spouse/Partner \_\_\_\_\_  
*Printed name of Spouse/Partner*

who no longer resides in the home with the GSA Employee. The child/children for whom the GSA Employee is applying for benefits reside with:

\_\_\_\_\_ GSA Employee      \_\_\_\_\_ Other Parent/Guardian      \_\_\_\_\_ \*Joint Custody

\_\_\_\_\_  
*Child's Full Name*      *Date of Birth (DOB)*

\_\_\_\_\_  
*Child's Full Name*      *Date of Birth (DOB)*

\_\_\_\_\_  
*Child's Full Name*      *Date of Birth (DOB)*

I understand by signing this document, I am certifying that the statement above is correct. I further understand this document is not considered a "Permanent Record" for my file and that if I wish to continue to receive a General Services Administration (GSA) Child Care Subsidy Benefit, I must provide proper legal documentation to the USDA within 6 months of the date of this document. Failure to provide legal documentation to the USDA may result in the suspension of my benefit.

\_\_\_\_\_  
*Signature of Qualifying GSA Employee / Last 4 of SSN*      *Date*

**\*This form is not to be used in a geographical separation situation (EG: Geo Bachelor)**

Submit to the USDA  
 Email: [childcare@gsa.gov](mailto:childcare@gsa.gov)  
 Phone: (866) 508-0371 | Fax: (816) 823-5432  
 2300 Main St – 2SE, KCMO 64108