



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

**General Services Administration (GSA) Child Care Subsidy (CCS) Program
 Certification of Self Employment**

The General Services Administration (GSA) requires that the Spouse/Partner of the qualifying GSA Employee be employed or attending school in order to qualify for benefits under the GSA CCS Program. As a self-employed individual, the Certification Statement must be completed and signed by the GSA Employee and Spouse/Partner in order to qualify for a GSA CCS.

Certification Statement

I certify that _____ is currently working:
Printed name of Spouse/Partner

- A) ____hours/week @ \$_____ dollars per hour, or
- B) ____hours/week with a weekly income of \$ _____, or
- C) ____hours/week with a monthly income of \$ _____, or
- D) ____hours/week working ____jobs/week with an income per job of \$ _____, or
- E) ____hours per week with an annual income of \$ _____

therefore; we are requesting the GSA CCS Benefit for the following type of child care for our/my child/children each week: Part Time:____ Full Time:_____

I will notify the USDA Subsidy Administration Section in writing to report change of employment should my Spouse/Partner's schedule change and/or employment changes and will provide a copy of the proper documentation to support this change to the USDA in order to continue to participate in the GSA CCS.

I understand that my GSA CCS will be discontinued making me financially responsible for all child care costs if my Spouse/Partner does not work or attend school as required by the GSA CCS Program guidelines.

Signature of Spouse/Partner _____
Date

Printed Name of GSA Employee

Signature of Qualifying GSA Employee / Last 4 of SSN _____
Date