



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

**General Services Administration (GSA) Child Care Subsidy (CCS) Program  
 Request for Benefit to be placed in an Inactive Status**

The General Services Administration (GSA) Child Care Subsidy Program allows Employees to remain in the Program in an **Inactive Status** for up to 90 calendar days.

**Certification Statement**

I, \_\_\_\_\_ am requesting that my child care subsidy benefit  
*Printed name of GSA Employee*

be placed in an **Inactive Status** for the child/children as of the date(s) listed below:

_____	_____	_____
<i>Child's Full Name</i>	<i>Date of Birth (DOB)</i>	<i>Inactive Status Effective Date</i>
_____	_____	_____
<i>Child's Full Name</i>	<i>Date of Birth (DOB)</i>	<i>Inactive Status Effective Date</i>
_____	_____	_____
<i>Child's Full Name</i>	<i>Date of Birth (DOB)</i>	<i>Inactive Status Effective Date</i>

I understand that my benefit will be placed in an **Inactive Status** as of the effective date listed above and that no further payments will be issued to my Child Care Provider as of this date. I further understand that I can only remain in the program for 90 calendar days under an **Inactive Status**. If after **90 calendar days**, I do not return to an **Active Status**, I may be officially removed from the program and will be responsible for any and all child care costs once I have been officially removed.

I further understand that once I have been officially removed from the GSA Child Care Subsidy program, that should I need child care subsidy program benefits at a later date, I will required to complete the application process in its entirety in order to determine my eligibility to participate and the effective date of future child care subsidy benefits.

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

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