



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
 Phone: (866) 508-0371 | Fax: (816) 823-5432
 2300 Main St – 2SE, KCMO 64108