



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

**General Services Administration (GSA) Child Care Subsidy (CCS) Program  
 Notification of Expected Maternity Leave**

The USDA, as the third party administrator for the General Services Administration (GSA) Child Care Subsidy (CCS) Program, is authorized to provide GSA CCS payments for children currently enrolled in the program. Furthermore, program guidance allows for 6 weeks of care for the normal birth of a child or children, or 8 weeks of care for a cesarean section birth.

The Family and Medical Leave Act (FMLA) allows up to 12 weeks of leave in any 12 month period, however the GSA CCS Program only allows for benefits to be paid for a child or children currently enrolled for up to 8 weeks unless there is a medical related issue that arises. Any additional leave you anticipate beyond the standard 6 to 8 weeks must be reported to the USDA Subsidy Administration Section to determine your continued eligibility in the program.

Upon completion of this form, the GSA Employee is providing the USDA Subsidy Administration Section with their intended participation in the GSA CCS Program. This Notification Statement must be completed and signed by the Employee in order to qualify for, or continue to qualify for a GSA CCS benefit.

I \_\_\_\_\_ certify that I or my Spouse/Partner  
*Printed name of GSA Employee*

\_\_\_\_\_ is/are expecting the birth of our/my child on \_\_\_\_\_  
*Printed name of Expectant Mother* *Expected Due Date*

**While I or my Spouse/Partner is out on maternity leave, I/we anticipate the following:**

- \_\_\_ My child/children will continue to be enrolled in child care
- \_\_\_ My child/children will be removed from child care

**And upon the birth of my child I/we anticipate the following:**

- \_\_\_ I will be enrolling my baby and my child/children currently enrolled in the GSA CCS Program will continue to participate.
- \_\_\_ I wish to withdraw my child/children from the GSA CCS Program and wish to be removed from the program.

I will notify the USDA Subsidy Administration Section via email at [childcare@gsa.gov](mailto:childcare@gsa.gov) to report any changes to the information provided above. In addition, I further understand that I must inform the USDA Subsidy Administration Section when my child or children is/are born so that my case file can be updated accordingly.

**Misrepresentation or falsifying this information may subject the individual to removal from the GSA CCS Program and responsible for repaying any GSA CCS benefits received that the Employee was not entitled to receive based upon GSA CCS Program guidelines.**

\_\_\_\_\_  
*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