



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

**General Services Administration (GSA) Child Care Subsidy (CCS) Program
 Certification of Higher Education**

The General Services Administration (GSA) requires that the Spouse/Partner of the qualifying GSA Employee be attending school in order to qualify for benefits under the GSA CCS Program. For Employees whose Spouse/Partner is a student, this form must be completed and returned to the USDA in order to determine your eligibility to receive benefits under the GSA CCS Program.

This form must be completed and returned to the USDA in addition to the student's school schedule and/or enrollment information

Student's Name: _____

School Name: _____

Graduate: _____ Undergraduate: _____

Start Date: _____

Semester End Date: _____

Student's expected enrollment: Spring ___ Summer ___ Fall ___ Winter ___

Expected Graduation Date: _____

Child Care needed: Part Time ___ Full Time

I will notify the USDA in writing to report change in my Spouse/Partner's attendance and will provide supporting documentation as applicable.

I understand that each time my Spouse/Partner receives an updated school schedule and/or enrollment information, that I must provide a copy of the document to the USDA in order to validate my continued eligibility in the GSA CCS Program.

I further understand that my GSA Child Care Subsidy benefit will be discontinued making me financially responsible for all child care costs if my Spouse/Partner does not maintain their enrollment as stated above.

Spouse/Partner's Signature _____
Date

Printed Name of GSA Employee

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